Department of Veterans Affairs
Decentralized Hospital Computer Program

Health Summary

User Manual

Version 2.7

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IRM Field Office
Salt Lake City Campus

Preface

The Health Summary package integrates currently available patient data from Decentralized Hospital Computer Program (DHCP) packages into patient health summaries that can be printed or viewed online.

The *Health Summary User Manual* provides information for three types of users:

- Health Summary users who only need to view health summaries on a screen or in printed form. Chapter 2, "Using Health Summary," describes these basic features.

- Health Summary users who can display health summaries and also create customized health summary types for use by others. Chapter 3, "Advanced Features," describes how to create health summary types.

- Health Summary Coordinators who can use all the functions available for other user types, as well as the special Health Summary package features for batch printing nightly summaries and creating customized health summary types. Chapter 4, "Managing Health Summary," describes batch printing and other management functions.

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Chapter 1: Introduction

A Health Summary is a clinically oriented, structured report that extracts many kinds of data from DHCP and displays it in a standard format. The individual patient is the focus of health summaries. Health summaries can also be printed or displayed for groups of patients. The data displayed covers a wide range of health-related information such as demographic data, allergies, current active medical problems, and laboratory results.

Packages providing data:

Automated Med Info Exchange (AMIE)	OE/RR
	Outpatient Pharmacy
Allergy Tracking System	Patient Care Encounter (PCE)
Dietetics	Problem List
Discharge Summary	Progress Notes
Inpatient Medications	Radiology
Lab Service	Registration
Medicine	Scheduling
Mental Health	Social Work
Nursing (Vital Signs)	Surgery

Health Summary users can also print an Outpatient Pharmacy Action Profile with bar codes in tandem with a health summary. For complete details on printing a patient's profile, read the section that describe s the "Hospital Location Health Summary" option.

Health Summaries (except components with selection items or locally developed components) can be transmitted by PDX — Patient Data Exchange—which transfers patient data between VA facilities using the MailMan electronic mail utility. See PDX V. 1.5 documentation for more information.

New Features in Version 2.7

New components which display information gathered by the Patient Care Encounter (PCE) package

- Clinical Maintenance
- Clinical Reminders
- Education
- Education Latest
- Exams latest
- Health Factors
- Health Factors Select
- Immunizations
- Location of Home
- Measurement Selected
- Non-Tabular Measurements
- Outpatient Diagnosis
- Outpatient Encounter
- Skin Tests
- Treatments Provided

For information about using the PCE Clinical Maintenance component to add Clinical Reminders to a Health Summary type, see the *PCE Technical Manual*. These Clinical Reminders display when clinical tests, procedures, patient education, immunizations, etc. are due to be performed. The *PCE Technical Manual* also contains detailed instructions for creating Measurement tables.

Other new components included in Health Summary V. 2.7

- Electron Microscopy component
- Four new Medicine components for Medicine V. 2.2 (E3R#s 581, 694, and 4545,)
- A Mental Health physical exam component
- Compensation & Pension Exam component (E3R# 983)
- Social Work component (E3R# 3509)
- Expanded ADT History Component that consolidates into one component the D/C Diagnosis, Procedures, LOS, Treating Specialty, and Transfer information (E3R# 814)
- Brief Adverse Reaction/Allergy component

New Features

- An option has been added, Range of Dates Patient Health Summary, that allows data to be printed for a given date range. The user can select the beginning or ending date and a Health Summary type. For components within the Health Summary type that allow time limits, only data within the date range chosen by the user will be seen. (E3R# 4502)

- An option has been added, Visit Patient Health Summary, that allows the data to be printed for the date of a given outpatient visit or date range for a given inpatient visit.

- An option has been added, Batch Print of All Clinics by Visit Date, to interactively print Health Summary types and clinics defined by the Hospital Location parameters. The user can choose the date of the clinics and specify when to queue the print. (E3R# 862)

- The nightly batch job has been enhanced to recognize non-workdays (weekends and holidays). Data will not be printed out on non-workdays. For example, if you want a Health Summary type printed out for Monday clinics one day in advance, it will now print on the previous Friday rather than on Sunday. (E3R#s 1799 and 4213)

- The Dietetic component now includes Dietetic Encounters . (E3R#s 763 and 765)

- A site parameter has been added to allow sites to specify whether or not to print bar codes on Action Profiles which are queued to print with Health Summaries (dependent on whether the desired printer is set up to print bar codes). (E3R# 5778, NOIS# NOP-1294-10102)

- Users can now print Action Profiles in tandem with Health Summary, by patient, as well as by clinic or location. (E3R# 6568)

- The Radiology components have been modified to print only Radiology impressions that have been verified. (E3R# 5880, NOIS# BRX-1194-10351)

- The Problem List components have been enhanced to display problems in the same order as in the Problem List package. These components will also include the Comment field. Sites may also specify the format for ICD9 text and Provider Narrative. (E3R#s 5546 and 6004)

- The Microbiology component has been expanded to include comments, AFB smear results, test names, and smear/prep results. (E3R#s 4069, 5480, and 6394)

- When no data is available for components that allow for the selection of certain types of data, the "No Data Available" message will now specify the selection items also. (E3R# 4313)

- Users can now select multiple locations to queue to print at the same time for the Hospital Location option. (E3R# 1244)

- The MAS Admission/Discharge component now includes Scheduled Admissions. (E3R# 1283)

- When no data is available for a component in a Health Summary type, the Health Summary Type can now be set up to suppress the "No Data Available" message and component header for printed (but not displayed) health summaries. (E3R# 1729)

- The Outpatient Pharmacy component has been enhanced to display only active medications. This can be done by excluding the time limit for the component. (E3R#s 2565 and 3860)

- Users can now pick multiple patients prior to printing a Health Summary type. (E3R# 4928)

- The Lab Cum Selected Components results will now be displayed according to the print code that is set up for a particular test result, to be consistent with the way results are displayed in the Lab package. (E3R# 5424)

- Word-wrap problems with the Progress Notes component have been corrected, to allow "full-screen" display. (NOIS#s TOM-0795-42380 and LOU-1293-30053)

- The wording for a prompt in the Ad Hoc Health Summary was changed to make it easier for users to understand how to change occurrence limits, time limits or add items. (E3R# 6522)

  Old wording:
  Select Additional or Existing COMPONENT(S) to ADD or EDIT:
  New wording:
  Select COMPONENT(S) to EDIT or other COMPONENT(S) to ADD:

- An API — MAIN^GMTSADOR — was created to allow programmers to define components and defaults through the Ad Hoc menu interface and print health summaries for a programmer-specified patient and device. Use of this API by other packages requires a Database Integration Agreement. (E3R# 6734)

- Display of Lab components was changed back to the way it was in Health Summary V. 1.2 to base occurrence limits on total number of occurrences rather than on each atomic test of a panel. (NOIS# MAD-0494-40110 and E3R# 0293)

☛ **Note:** Other issues and problems identified in NOIS calls (BIL-0895-31476, MAC-0795-60037, MAD-0695-40375, BOI-0595-50198, TOG-10186-30068, REN-0495-60020, AMA-0395-70286 and AUG-0595-30068) have also been resolved with this version of Health Summary (these are mostly technical bugs that have been fixed).

Health Summary Menus

Health Summary Overall Menu [GMTS MANAGER]

The Health Summary Overall Menu contains all four Health Summary menus. IRM staff members or Clinical Coordinator who need access to all menus are assigned the Health Summary Overall Menu [GMTS MANAGER] rather than each menu separately.

1. Health Summary Coordinator's Menu [GMTS COORDINATOR]

This menu is for users who need to print or display health summaries, and who will also need to create, modify, or delete health summary types, and set up nightly batch printing at specified locations

```
1   Print Health Summary Menu ... [GMTS HS MENU]
       1   Patient Health Summary [GMTS HS BY PATIENT]
       2   Ad Hoc Health Summary [GMTS HS ADHOC]
       3   Range of Dates Patient Health Summary [GMTS HS BY PATIENT & DATE RANG]
       4   Visit Patient Health Summary [GMTS HS BY PATIENT & VISIT]
       5   Hospital Location Health Summary [GMTS HS BY LOC]
       6   Batch Print of All Clinics by Visit Date [GMTS HS FOR ALL CLINICS]
2   Build Health Summary Type Menu ... [GMTS BUILD MENU]
       1   Create/Modify Health Summary Type [GMTS TYPE ENTER/EDIT]
       2   Delete Health Summary Type [GMTS TYPE DELETE]
       3   Information Menu ... [GMTS INFO ONLY MENU]
              1   Inquire about a Health Summary Type [GMTS TYPE INQ]
              2   List Health Summary Types [GMTS TYPE LIST]
              3   Inquire about a Health Summary Component [GMTS COMP INQ]
              4   List Health Summary Components [GMTS COMP LIST]
              5   List Health Summary Component Descriptions [GMTS COMP DESC LIST]
       4   Print Health Summary Menu ... [GMTS HS MENU]
              1   Patient Health Summary [GMTS HS BY PATIENT]
              2   Ad Hoc Health Summary [GMTS HS ADHOC]
              3   Range of Dates Patient Health Summary [GMTS HS BY PATIENT & DATE
                  RANG]
              4   Visit Patient Health Summary [GMTS HS BY PATIENT & VISIT]
              5   Hospital Location Health Summary [GMTS HS BY LOC]
              6   Batch Print of All Clinics by Visit Date [GMTS HS FOR ALL CLINICS]
3   Set-up Batch Print Locations [GMTS HS BY LOC PARAMETERS]
4   List Batch Health Summary Locations [GMTS TASK LOCATIONS LIST]
```

2. **Health Summary Enhanced Menu** [GMTS ENHANCED USER]

This menu is for users who need to create, modify, or delete their *own* health summary types, in addition to printing health summaries.

  1   Patient Health Summary [GMTS HS BY PATIENT]
  2   Ad Hoc Health Summary [GMTS HS ADHOC]
  3   Range of Dates Patient Health Summary [GMTS HS BY PATIENT & DATE RANG]
  4   Visit Patient Health Summary [GMTS HS BY PATIENT & VISIT]
  5   Hospital Location Health Summary [GMTS HS BY LOC]
  6   Information Menu ... [GMTS INFO ONLY MENU]
        1   Inquire about a Health Summary Type [GMTS TYPE INQ]
        2   List Health Summary Types [GMTS TYPE LIST]
        3   Inquire about a Health Summary Component [GMTS COMP INQ]
        4   List Health Summary Components [GMTS COMP LIST]
        5   List Health Summary Component Descriptions [GMTS COMP DESC LIST]
  7   Create/Modify Health Summary Type [GMTS TYPE ENTER/EDIT]
  8   Delete Health Summary Type [GMTS TYPE DELETE]

3. **Health Summary Menu** [GMTS USER]

This menu is for users who only need to print or display health summaries.

  1   Patient Health Summary [GMTS HS BY PATIENT]
  2   Ad Hoc Health Summary [GMTS HS ADHOC]
  3   Range of Dates Patient Health Summary [GMTS HS BY PATIENT & DATE RANG]
  4   Visit Patient Health Summary [GMTS HS BY PATIENT & VISIT]
  5   Hospital Location Health Summary [GMTS HS BY LOC]
  6   Information Menu ... [GMTS INFO ONLY MENU]
        1   Inquire about a Health Summary Type [GMTS TYPE INQ]
        2   List Health Summary Types [GMTS TYPE LIST]
        3   Inquire about a Health Summary Component [GMTS COMP INQ]
        4   List Health Summary Components [GMTS COMP LIST]
        5   List Health Summary Component Descriptions [GMTS COMP DESC LIST]

4. **Health Summary Maintenance Menu** [GMTS IRM/ADPAC MAINT MENU]

This menu is for IRM staff or Clinical Coordinators who help implement and maintain Health Summary.

  1   Disable/Enable Health Summary Component [GMTS IRM/ADPAC ENABLE/DISABLE]
  2   Create/Modify Health Summary Components [GMTS IRM/ADPAC COMP EDIT]
  3   Edit Ad Hoc Health Summary Type [GMTS IRM/ADPAC ADHOC EDIT]
  4   Rebuild Ad Hoc Health Summary Type [GMTS IRM/ADPAC ADHOC LOAD]
  5   Resequence a Health Summary Type [GMTS IRM/ADPAC TYPE RESEQUENCE]
  6   Create/Modify Health Summary Type [GMTS TYPE ENTER/EDIT]
  7   Edit Health Summary Site Parameters [GMTS IRM/ADPAC PARAMETER EDIT]

How to Use This Manual

If you are new to DHCP and the VA computer system, see Appendix D
for guidelines about using the computer.

Option examples
Menus and examples of computer dialogue that you'll see on your
terminal are shown here in boxes:

```
Select Health Summary Type:   OUTPATIENT
Select Patient:   WEIGHTS,TOM   10-03-40      200010101     SC VETERAN

Another patient can be selected.

Select Patient:    <RET>

DEVICE: HOME//   <RET>
```

Printed Summary examples
Printouts (on paper or screen) are depicted here in double-lined boxes:

```
                                               10/11/9 4 16:03
****************** CONFIDENTIAL OUTPATIENT SUMMARY *********************
WEIGHTS,TOM          200-01-0101          SURG-ICU              DOB: 10/03/40

------------------------ DEM - Demographics -------------------------
            Address:   hOLLYWOOD & VINE              Phone: 703-450-8010
                       PARIS , TEXAS   23077      County: FAIRFAX
```

User responses
In computer dialogues, user responses are in boldface type.

```
   Select NEW PERSON NAME:    GRIN,JON
```

Explanations
Special notes in the manual text are preceded by "☞**Note:**" and are in
a lower font size. If a special note is needed inside a computer dialogue
screen, it is preceded by an arrow (◀). The following are examples of
marked notes:

☞ **Note:** A list must be defined before you can use this option.

```
OCCURRENCE LIMIT: 10//    <RET>  ◀A return entered here causes the default
                                  to be accepted!
```

🏳 *Points of Interest*
Points about a feature that need highlighting are preceded by this flag.

Chapter 2: Using Health Summary

Basic Features

1. Patient Health Summary
2. Ad Hoc Health Summary
3. Range of Dates Patient Health Summary
4. Visit Patient Health Summary
5. Hospital Location Health Summary
6. Information Menu

Using Health Summary—Basic Features

Chapter 2 describes how to use the basic features of the Health Summary package — displaying and printing pre-defined health summaries or ad hoc health summaries.

Health Summary Menu

This menu contains the basic Health Summary options that let you display or print Health Summaries. It also contains an Information sub-menu that lets you look up information about Health Summary types, components, or other items.

1   Patient Health Summary
2   Ad Hoc Health Summary
3   Range of Dates Patient Health Summary
4   Visit Patient Health Summary
5   Hospital Location Health Summary
6   Information Menu ...

On the following pages we describe, step-by-step, how to use these options.

1. Patient Health Summary Option

Displaying or Printing a Health Summary

Use the Patient Health Summary option to display or print a health summary for one or more patients, or a group of patients by location , such as the operating room, ward, or clinic. The health summary (in display or print format) contains patient information provided by *components* designated in the health summary *type.*

Definitions

Component	Summarized patient data extracted from various DHCP software packages.
Type	A structure or template containing defined components and unique characteristics. Contact your Health Summary Coordinator if you need certain components added to a particular health summary type or a specific health summary type created for your needs. You can request creation of a new health summary type by using the form "Request for New Health Summary Type," in Appendix A of this manual.
Selected component	Indicates that a user can choose any number of *selection items* (e.g., tests, measurements, or procedures) available in the Laboratory, Nursing (Vital Signs), Radiology, and Patient Care Encounter (PCE) packages.

Before you use this option, you need to know the following:

a) The *health summary type* that will provide the patient information you need. Four SAMPLE types are distributed with the package for sites to use as guidelines in developing their own types. For a list of available types at your site, enter a ? at the "Select Health Summary Type:" prompt (the first prompt when you enter this option, as shown in the example on the next page).

b) The *patient(s) name.*

☞ **Note:** You may identify a patient by entering information other than the patient's name. You may also identify patients by entering their Date of Birth, SSN, Ward Location, or Room-Bed, at the Select Patient: prompt. If OE/RR V. 2.5 is available, you can also select multiple patients from a ward, clinic, treating specialty, attending physician, personal, or team list.

c) Whether you will print the health summary or display it on your computer terminal.

Steps to Display a Patient Health Summary

1. Select the Patient Health Summary option from your menu .

2. Enter a health summary type name.

3. Enter the names of the patients you plan to display health summaries for.

4. Press <RET> at the DEVICE: HOME// prompt to display the health summary or enter a printer name to print the health summary.

Example of requesting a Health Summary display.

☞ **Note:** User responses are shown in bold in examples of computer dialogue.

```
Select Health Summary Type:    OUTPATIENT

Select Patient:  WEIGHTS, TOM   10-03-40     200010101     SC VETERAN

Another patient can be selected.

Select Patient  <RET>
DEVICE: HOME//  <RET>
```

5. A health summary similar to the following is displayed on your screen.

```
******************  CONFIDENTIAL OUTPATIENT SUMMARY
*********************
WEIGHTS,TOM    243-23-6572                              DOB: 09/12/44

----------------------- BDEM - Brief Demographics ----------------------
-

            Address: HOLLYWOOD & VINE              Phone: 920 555 2472
                     LOS ANGELES, CA   94103
         Eligibility: SERVICE CONNECTED 50% to 100%     Age: 50
                                                        Sex: MALE


---------------------- CVP - Past Clinic Visits --------------------

  10/09/ 95 08:45      BLUE-ORTHOPEDIC-JC
  10/03/ 95 13:00      GREEN-DERMATOLOGY PM-JC
  10/03/ 95 10:00      PSYCHOLOGY L KANTON PHD JC
  09/19/ 95 10:00      PSYCHOLOGY L KANTON PHD JC
  09/18/ 95 09:30      C&L (RICK)
  09/12/ 95 10:00      PSYCHOLOGY M COSTELLO PHD JC

---------- BLO - Brief Lab Orders (max 6 occurrences or 1 year) ---------

Collection DT           Test Name      Specimen       Urgency        Status

09/25/ 95  GLUCOSE      SERUM          ROUTINE        ORDERED
09/13/ 95  CHEM 7       SERUM          ROUTINE        COMPLETED
05/22/ 95  CBC          BLOOD          ROUTINE        PROCESSING

-------- SLT - Lab Tests Selected (max 6 occurrences or 1 year) -----------
Collection DT   Specimen    Test Name          Result      Units      Ref Range

05/03/ 95 10:51  SERUM      THEOPHYLLINE         11.9       ug/ml    10 - 20
04/29/ 95 16:51  SERUM      CHLORIDE             100        ug/ml    10 - 20
03/24/ 95 16:26  SERUM      THEOPHYLLINE          6.6 L     ug/ml    10 - 20

-----------------CLINICAL MAINTENANCE REMINDERS -------------------------
                       LAST           NEXT
CHOLESTEROL            9/12/95         DUE NOW
BLOOD PRESS            9/12/95         DUE NOW
SMOKING EDU            9/12/95         DUE NOW
WEIGHT                 9/12/95         DUE NOW

* END *
Press <RET> to continue, ^ to exit component, or select component:      ^
```

🏳 *Points of Interest*

- This example uses a fictitious health summary type called OUTPATIENT.

- The health summary type selected, in this case OUTPATIENT, determines which components are displayed (e.g., Past Clinic Visits), their component order (summary order), and component characteristics.

- The health summary type also determines *maximum occurrences, time limits, Hospital Location Display, ICD Text Display,* and *Provider Narrative Display.* Data within a component is displayed with the most recent data first.

- The three entries displayed in the Lab Orders component for patient Tom S. Weights occur within a one-year period. If there are more than six lab orders, only the six most recent orders are displayed.

- Selection items are identified for the Lab Tests Selected component and Clinical Maintenance Reminders component. The OUTPATIENT health summary type determines the selection items included.

- The word CONFIDENTIAL always precedes the name of the health summary type in the display or the printed copy, and the word SUMMARY follows the summary type. *All health summaries display or print in an 80-character format.*

- Notifications

  You may see a "View Alerts" message while using Health Summary:

  ```
  DOE,WILLI (D6543): Co-signature required on note(s).
  APPLESEED (A0009): Unsigned notes.
     Enter   "VA   VIEW ALERTS    to review alerts
  ```

  This feature is used by packages in DHCP to inform health care team members about a patient's status or that some action needs to be taken. For more information about how to respond to the alerts, refer to the particular package for which the alert is generated.

2. Ad Hoc Health Summary Option

This option lets you select any or all health summary components and assign component characteristics for one or more patients. The components selected in this option are **not saved** in a health summary type, but are available only while you are using this option. If you want to re-use this ad hoc health summary, you must request creation of a new health summary type. For more information, see Appendix A of this manual.

Steps to use the Ad Hoc Health Summary option:

1. Select the Ad Hoc Health Summary option from your menu.

```
Select Health Summary Menu Option:   A  Ad Hoc Health Summary
```

2. A list of components is displayed:

```
CD     Advance Directive   ADT   ADT History        SHF    Health Factor Select
BADR   Brief Adv React/All EADT  ADT History ExpandedIM    Immunizations
ADR    Adv React/Allerg    CVF   Fut Clinic Visits  LH     Location of Home
CW     Clinical Warnings   CVP   Past Clinic Visits NTM    Non Tabular Measurem
CP     Comp. & Pen. Exams  DEM   Demographics       MEAS   Measurement Selected
CN     Crisis Notes        BDEM  Brief Demographics OD     Outpatient Diagnosis
DI     Dietetics           DS    Disabilities       OE     Outpatient Encounter
DCS    Discharge Summary   DD    Discharge Diagnosis ST    Skin Tests
BDS    Brief Disch Summary DC    Discharges         TP     Treatments Provided
BA     Blood Availability  PRC   ICD Procedures     RXIV   IV Pharmacy
BT     Blood Transfusions  OPC   ICD Surgeries      RXOP   Outpatient Pharmacy
CH     Chem & Hematology   TR    All Transfers      RXUD   Unit Dose Pharmacy
SCLU   Lab Cum Selected    TS    Treating Specialty PLA    Active Problems
SCL1   Lab Cum Selected 1  MEDA  Med Abnormal       PLL    All Problems
SCL2   Lab Cum Selected 2  MEDB  Med Brief Report   PLI    Inactive Problems
SCL3   Lab Cum Selected 3  MEDC  Med Full Captioned PN     Progress Notes
SCL4   Lab Cum Selected 4  MEDF  Med Full Report    BPN    Brief Progress Notes
CY     Cytopathology       MEDS  Med (1 line) SummaryRI    Radiology Impression
EM     Electron Microscopy MHPE  MH Physical Exam   SRI    Sel Rad Impression
MIC    Microbiology        ORC   Current Orders     RP     Radiology Profile
BMIC   Brief Microbiology  CM    Clinical MaintenanceRS    Radiology Status
LO     Lab Orders          CR    Clinical Reminders SW     Social Work
BLO    Brief Lab Orders    ED    Education          SR     Surgery Reports
SP     Surgical Pathology  EDL   Education Latest   BSR    Brief Surgery Rpts
SLT    Lab Tests Selected  EXAM  Exams Latest       VS     Vital Signs
ADC    Admission/Discharge HF    Health Factors     SVS    Vital Signs Selected
```

☞ **Note:** These are all the components distributed with the Health Summary package. If your display of components looks different from this, your site may have modified the component list, or you may not have the necessary version of a supporting package installed.

☞ **Further Note:** These components are listed by "Default Header." For example, "Blood Availability" is the default header name, whereas the component name is LAB BLOOD

AVAILABILITY. If you need a more detailed explanation of this, contact your Clinical Coordinator or IRMS.

3. Enter a new set of components. You can enter the abbreviation for that component, the Default Header name, or the actual (Technical) name, as listed above.

```
Select NEW set of COMPONENT(S):     ??

The Health Summary components you select at this prompt create an ADHOC Health
Summary

Select ONE or MORE items from the menu, separated by commas.

ALL items may be selected by typing "ALL".

EXCEPTIONS may be entered by preceding them with a minus.
  For example, "ALL,-THIS,-THAT" selects all but "THIS" and "THAT".

NOTE: Menu items are ordered alphabetically by the Component NAME.
      However, the displayed text is the Header Name which generally
      is different from the Component Name. Components may be picked
      by their abbreviation, Header Name, or Component Name.
Redisplay items? YES//   NO
Select NEW set of COMPONENT(S):     ???

                    Navigation OUTSIDE of Health Summary

You may also enter "^^" followed by the name, partial name or synonym for
any of a variety of options OUTSIDE of Health Summary to which you can
jump.  Partial matches will allow you to select from a subset of options.

For example:  ^^?     will list ALL available options.
              ^^PN    will show you all of the PROGRESS NOTES options, or
              ^^OR    will show you all of the ORDER ENTRY options.

You may also order a wide variety of LABORATORY tests using this syntax,
e.g., ^^CHEM 7 will allow you to ADD an order for that test.

Redisplay items?  YES//  <RET>
Select NEW set of COMPONENT(S):    CN,DC,CVF   CRISIS NOTES  MAS DISCHARGES  MAS
CLINIC VISITS FUTURE
```

☞ **Note:** If the first three characters of an ABBREVIATION HEADER NAME or Component NAME contain "ALL" (not case-sensitive), you can't enter "ALL" to select all the items on the Ad Hoc Health Summary menu.

```
                    Default Limits and Selection Items

         Component                 Occ     Time      Hosp  ICD   Prov   Selection
                                   Limit   Limit     Loc   Text  Narr   Item(s)

CN   Crisis Notes
DC   Discharges                    10      1Y
CVF  Fut Clinic Visits


Select  COMPONENT(S) to EDIT or other COMPONENT(S) to ADD     : SU
     1    Surgery Reports
     2    Surgical Pathology
CHOOSE 1-2:  1    Surgery Reports
Surgery Reports
```

☞ **Note**: Default values are provided for Time and Occurrence Limits, Hospital Location Display, ICD Text Display, Provider Narrative Display, and Display Header Selection Items for most components. To change the component's defaults, enter the component name(s) at the "Select COMPONENT(S) to EDIT or other COMPONENT(S) to ADD:" prompt, and then edit as necessary. You may also add more components at this prompt and edit their defaults.

4. Enter time and occurrence limits and Header Name. Where applicable, Hospital Location Display, ICD Text Display, and Provider Narrative Display defaults may also be changed here.

```
OCCURRENCE LIMIT: 10//   <RET>   .
TIME LIMIT: 1Y//   <RET>
HEADER NAME:  Surgery Reports
```

5. Enter additional components, if desired, with time and occurrence limits for each. Press Enter or <RET> if you don't want to enter more components or edit the components you have entered.

```
Select  COMPONENT(S) to EDIT or other COMPONENT(S) to ADD:     DC  DISCHARGES

Discharges
OCCURRENCE LIMIT: 10//    4
TIME LIMIT: 1Y//    2Y
HEADER NAME:   <RET>

Select  COMPONENT(S) to EDIT or other COMPONENT(S) to ADD    : <RET>

Would you like to see Component Limits and Selection Items again?  (Y/N):  N//      Y
YES
```

```
                  Default Limits and Se  lection Items

        Component                Occ    Time    Hosp  ICD  Prov  Selection
                                 Limit  Limit   Loc   Text Narr  Item(s)
CN   Crisis Notes
DC   Discharges                  4      2Y
CVF  Fut Clinic Visits
SR   Surgery Reports             10     1Y


Select  COMPONENT(S) to EDIT or other COMPONENT(S) to ADD   : BLO  Brief Lab Orders


Brief Lab Orders
OCCURRENCE LIMIT:  10
TIME LIMIT:  1Y
HEADER NAME:  <RET>
```

6. Enter the patient names for this health summary.

7. Press <RET> at the DEVICE: HOME// prompt to display the health
summary or enter a printer name to print a paper copy.

```
Select  COMPONENT(S) to EDIT or other COMPONENT(S) to ADD   :  <RET>

Would you like to see Component Limits and Selection Items again?(Y/N):N    O// NO

Select Patient:  WEIGHTS,TOM

Another Patient can be selected

Select Patient:  <RET>
Device:  HOME//   <RET>
```

8. The following ad hoc health summary is displayed:

```
                                                    06/14/ 95   10:33
********************  CONFIDENTIAL AD HOC SUMMARY  *****************

WEIGHTS ,TOM         200-01-0101          SURG-ICU        DOB: 10/03/50

------------------------ CN - Crisis Notes -----------------------
No data available

------------ DC - Discharges (max 4 occurrences or 2 years) ----------

    Date of Discharge:   03/30/ 95
    DXLS:  MAL NEO SKIN FACE NECK
    Bedsection:   PLASTIC SURG, INC HEAD/CHEST
    Disposition Type:   REGULAR
    Disposition Place:   RETURN TO COMMUNITY
    Outpatient Treatment:       YES

------------------- CVF- Fut Clinic Visits ------------------------

12/19/95  10:00          DERMATOLOGY AM-JC             INPATIENT  APPOINTMENT
01/15/ 96  11:30         NEUROLOGY (RETURN VISIT)-JC

Press <RET> to continue, ^ to exit, or select component:      <RET>

--------- SR - Surgery Reports (max 10 occurrences or 1 year) --------
```

```
01/18/ 95          THORACIC SURGERY                    Surgeon:  KILDAIRE,KEN
     Status:       NOT COMPLETE
     Pre Op Diag:  LUMP DETECTED IN CHEST
     Post Op Diag:      LUMP DETECTED
     CPT Op Code:  19260 - REMOVE TUMOR
     Surgeon's Dictation:        The presence of a large lump was discovered
             during a routine physical exam. X-ray
             revealed that the lump may be cancerous. Pt.
             was prepped for   surgery and anesthetised,
             draped and intubated. I removed a large (10
             cm) mass of tumorous tissue which    I sent to
             the Lab. Wound was sutured and a clean
             dressing applied.

----- BLO - Lab Orders Brief (max 10 occurrences or 1 year) ----------

Collection DT    Test Name                 Specimen      Urgency       Status

02/20/ 95 16:28  GLUCOSE                   SERUM         ROUTINE       COMPLETED
02/20/ 95 14:12  C & S                     FECES         ROUTINE       COMPLETED
02/20/ 95 14:12  AFB CULTURE & SMEAR       UNKNOWN       ROUTINE       COMPLETED
02/20/ 95 14:12  PARASITE EXAM             UNKNOWN       ROUTINE       COMPLETED
02/14/ 95 15:50  PH                        BLOOD         ROUTINE       PROCESSING
02/14/ 95 11:21  GLUCOSE                   SERUM         ROUTINE       PROCESSING
02/14/ 95 10:59  GLUCOSE                   SERUM         ROUTINE       PROCESSING
02/14/ 95 10:59  HCT                       BLOOD         ROUTINE       PROCESSING
02/14/ 95 10:52  GLUCOSE                   SERUM         ROUTINE       PROCESSING
02/14/ 95 10:52  HCT                       BLOOD         ROUTINE       PROCESSING

* END *
Press <RET> to continue, ^ to exit component, or select component:       ^
```

3. Range of Dates Patient Health Summary

This option lets you print health summaries of a specified, pre-defined health summary type for multiple patients. After patients are selected, you can pick a date range. Data for summaries is based on the date range. This date range overrides time limits for components which allow this option.

Steps to print a Range of Dates Patient Health Summary

1. Select the Range of Dates Patient Health Summary option from your menu.

2. Enter a health summary type name.

3. Enter the names of patients you plan to print a Health Summary for.

4. Enter beginning and ending dates.

5. Press <RET> at the DEVICE: HOME// prompt to display the health summary or enter a printer name to print the health summary.

```
Select Health Summary Menu Option:    ?

   1       Patient Health Summary
   2       Ad Hoc Health Summary
   3       Range of Dates Patient Health Summary
   4       Visit Patient Health Summary
   5       Hospital Location Health Summary
   6       Information Menu ...

Enter ?? for more options, ??? for brief descriptions, ?OPTION for help text.

Select Print Health Summary Menu Option:    3  Range of Dates Patient Health Summary

Select Health Summary Type:    SAMPLE 1

Select Patient:    WEIGHTS, TOM.      09-12-44    243236572    SC VETERAN

Another patient(s) can be selected.

Select Patient:  <RET>

Enter Beginning Date (MM/DD/YY):    T-30
Enter Ending Date (MM/DD/YY):  TODAY//    <RET>  (SEP 05, 1995)

DEVICE: HOME//  <RET>  VAX
```

A health summary for the specified dates will be displayed on your screen.

4. Visit Patient Health Summary

This option lets you print health summaries of a specified, pre-defined health summary type for multiple patients. After a patient is selected, you can pick an outpatient visit or an inpatient hospital admission. If the Patient Care Encounter (PCE) package isn´t installed, you can only choose an inpatient visit. Data for summaries is based on a date range from the outpatient visit or inpatient admission. This date range overrides time limits for components which allow this option.

Steps to print a Visit Patient Health Summary

1. Select the Visit Patient Health Summary option from your menu.

2. Enter a health summary type name.

3. Enter the name of the patient you plan to print a health summary for. (You can select other patients after you have specified the visit date for this patient.)

4. Specify whether you want an outpatient visit or an admission and then choose the entry.

5. Press <RET> at the DEVICE: HOME// prompt to display the health summary or enter a printer name to print the health summary.

```
Select Health Summary Menu Option:     ?

   1       Patient Health Summary
   2       Ad Hoc Health Summary
   3       Range of Dates Patient Health Summary
   4       Visit Patient Health Summary
   5       Hospital Location Health Summary
   6       Information Menu ...

Enter ?? for more options, ??? for brief descriptions, ?OPTION for help text.

Select Print Health Summary Menu Option:    4  Visit Patient Health Summary

Select Health Summary Type:   SAMPLE 1    SAMPLE 1

Select Patient:  WEIGHTS,TOM    09-12-44     243236572      SC VETERAN

     Select one of the following:

          1          Outpatient Visit Date
          2          Admission Date

Enter response:  2  Admission Date

              ADMISSION DATE/TIME           DISCHARGE DATE/TIME

     1        8/16/94 8:35 am               8/19/94 3:21:31 pm
     2        7/22/91 10:01:23 am           2/17/94 1:00 pm
Enter a number between 1 and 2:    2

Select Another Patient:    <RET>
Include Outpatient Pharmacy Action Profile (Y/N)? NO//     YES
DEVICE: HOME//   PRINTERNAME
```

☞ **Note**: It is preferable to send the Health Summary to a printer rather than your terminal screen when Action Profiles are included.

Printed Health Summary Example

```
Printed for data from 07/22/91 to 02/17/94                    08/23/95 07:37
********************  CONFIDENTIAL SAMPLE 1 SUMMARY  ************************
WEIGHTS,TOM    243-23-6572                                    DOB: 09/12/44

----------------------- BDEM - Brief Demographics -----------------------

            Address: HOLLYWOOD & VINE              Phone: 920 555 2472
                     LOS ANGELES, CA  94103
         Eligibility: SERVICE CONNECTED 50% to 100%     Age: 50
                                                        Sex: MALE


---------------- BLO - Brief Lab Orders (max 10 occurrences) ----------------

Collection DT    Test Name              Specimen    Urgency        Status

04/13/93 11:00  CBC                     BLOOD       ROUTINE        ORDERED
04/13/93 11:00  GLUCOSE                 SERUM       ROUTINE        ORDERED
03/16/93 09:35  GLUCOSE                 SERUM       ROUTINE        COMPLETED
03/16/93 09:31  CHEM 7                  SERUM       ROUTINE        COMPLETED
03/16/93 09:30  GLUCOSE                 SERUM       ROUTINE        COMPLETED
03/16/93 09:28  CHEM 7                  SERUM       ROUTINE        COMPLETED
03/16/93 09:14  CHEM 7                  SERUM       ROUTINE        COMPLETED
03/16/93 09:14  CHEM 7                  SERUM       ROUTINE        COMPLETED
03/16/93 08:54  CHEM 7                  SERUM       ROUTINE        COMPLETED
03/16/93 08:52  CHEM 7                  SERUM       ROUTINE        COMPLETED

--------------- BMIC - Brief Microbiology (max 10 occurrences) ---------------

No data available

---------------- BSR - Brief Surgery Rpts (max 10 occurrences) ---------------

No data available


---------------- RS - Radiology Status (max 10 occurrences) ----------------

Request DT    Status  Procedure                 Scheduled DT    Provider

04/08/93        p     ANKLE 2 VIEWS                             MALMROSE,CARY
04/08/93        p     CHEST 2 VIEWS PA&LAT                      MALMROSE,CARY
04/01/93        p     CHEST 2 VIEWS PA&LAT                      MALMROSE,CARY
03/15/93        p     CHEST 2 VIEWS PA&LAT                      ANDERSON,CURTI

---------------- SCLU - Lab Cum Selected (max 10 occurrences) ----------------

No selection items chosen for this component.

-------------------- DC - Discharges (max 10 occurrences) --------------------

   Date of Discharge: 02/17/94
          Bedsection: INTERMEDIATE MEDICINE
    Disposition Type: NON-SERVICE CONNECTED (OPT-NSC)
   Disposition Place: UNKNOWN
Outpatient Treatment: UNKNOWN

* END *
Press <RET> to continue, ^ to exit, or select component:
```

Action Rx Profile Example

```
Action Rx Profile                        Run Date: AUG 23,1995    Page: 1
Sorted by drug classification for Rx's currently active
and for those Rx's that have been inactive less than 45 days.    Site: 5000
--------------------------------------------------------------------------------
Instructions to the provider:
   A. A prescription blank (VA FORM 10-2577f) must be used for the
      following: 1) any new medication
                 2) any changes in dosage, direction or quantity
                 3) all class II narcotics.
   B. To continue a medication as printed:
      1.  If "Remaining Refills" are sufficient to complete
          therapy or last until next scheduled clinic appointment,
          no action is required.
      2.  If "Remaining Refills" are not sufficient to complete
          therapy or last until next scheduled clinic appointment,
          sign "RENEW/MD" line, enter VA# and date, and circle
          total number of refills needed.  This action creates a
          new prescription with refills as indicated.
   C. To cancel a medication, sign CANCEL/MD line and enter VA# and date.
   D. Any medications not acted upon will continue to be available
      to the patient until all refills are used or until expiration.

  NOTE: '(R)' indicates a fill was returned to stock.
--------------------------------------------------------------------------------
-
Name : WEIGHTS,TOM   ID#: 243-23-6572     Action Date: _____ DOB  : 09-12-44
Address  : HOLLYWOOD & VINE
                                 LOS ANGELES, CA 94103
                       Phone    : 901 555 2472

WEIGHT(Kg):                          HEIGHT(cm):
DISABILITIES:

REACTIONS: MILK, AMOXICILLIN, BEER
--------------------------------------------------------------------------------
Medication/Supply                                                          Rx#
     Status        Expiration  Provider

                      Date

          >>>> NO PRESCRIPTIONS ON FILE <<<<

REACTIONS: MILK, AMOXICILLIN, BEER
--------------------------------------------------------------------------------
Instructions to the provider:
   A prescription blank (VA FORM 10-2577f) must be used for All Class II NARCOTICS.
--------------------------------------------------------------------------------

    OTHER MEDICATIONS:

1   Medication: _____

    Outpatient Directions: _____
    ___SC___NSC   Quantity: _____    Days Supply _____    Refills:  0  1  2
3  4  5  6  7  8  9  10  11
    _____  _____  _____
    Provider's Signature           DEA #         Date AND Time
--------------------------------------------------------------------------------
```

5. Hospital Location Health Summary

This option lets you print or display on your screen health summaries for all patients at specific or multiple hospital locations (ward, clinic, or operating room).

You can also include an Outpatient Pharmacy Action Profile print of the patients at any of the locations you select. These profiles are printed in tandem with the selected health summary type for selected patient locations. For example, John Doe's health summary will print, and then his action profile, etc.

If the hospital location you specify is a clinic or operating room location (for example, Oncology or OR1), you will need to enter both a beginning and ending visit date or surgery date for that clinic or operating room location.

Steps to use option:

1. Select the Hospital Location Health Summary option from your menu.

```
Select Health Summary User Menu Option:    Hospital Location Health Summary
```

2. Select the health summary type.

The default is the last summary type you requested. You can enter a new summary type name, title, or owner.

```
Select Health Summary Type: OUTPATIENT//    <RET>
```

3. Select one or more hospital locations.

Enter ? to see a list of hospital locations. Select from the list. You will be prompted sequentially for each location.

```
Select Hospital Location:    1A
Select Next Hospital Location:    Orthopedic
Select Next Hospital Location:    <RET>
```

4. Answer yes if you wish to include the Outpatient Pharmacy Action Profile.

☞ **NOTE**: This prompt appears only if the site parameter "Prompt for action profiles" is enabled.

```
Include Outpatient Pharmacy Action Profile (Y/N)? NO//        <RET>
```

5. Enter the beginning and ending visit or surgery dates.

If you enter a clinic or operating room location above, you will get these prompts.

```
Please enter the  beginning Visit or Surgery date:10/19/95//  <RET>
   (OCT 19, 1995)
Please enter the  ending Visit or Surgery date:10/19/95// T+1 (OCT 19, 1995)
No patients found at  Clinic Orthopedic  on 10/19/95 to 10/20/95  .
Select Hospital Location:    <RET>
```

If the system has no record of patients at a selected ward location, a message informs you that no patients were found at that location.

6. Enter <RET> at the DEVICE: prompt to display the health summary on your screen or enter a printer name.

🏳 *Points of Interest:*

1. If there are no patients at the location you enter, you are told there are no patients and returned to the "Select Hospital Location:" prompt for another choice.

2. Enter a single ^ at the "Select Hospital Location:" prompt to select another health summary type.

3. If you enter a single ^ at the bottom of the screen in a health summary, you will see the next patient's health summary at that location. If no other patients exist, you are returned to the "Select Hospital Location:" prompt.

   ^^ will exit you from viewing the selected Health Summaries.

6. Information Menu

This option contains five information options that let you print lists or get information about health summary types and components.

> 1   Inquire about a Health Summary Type
> 2   List Health Summary Types
> 3   Inquire about a Health Summary Component
> 4   List Health Summary Components
> 5   List Health Summary Component Descriptions

Inquire about a Health Summary Type

This option provides you with a detailed list of components contained in a health summary type. The information in this inquiry includes the component's abbreviation, component order in the summary (summary order), component name, maximum occurrence limits, time limits, Hospital Location Display, ICD Text Display, Provider Narrative Display, and selection criteria.

Steps to use option:

1. Select Inquire about a Health Summary Type from your Information Menu.

```
Select Health Summary Menu Option:    Information Menu

       1    Inquire about a Health Summary Type
       2    List Health Summary Types
       3    Inquire about a Health Summary Component
       4    List Health Summary Components
       5    List Health Summary Component Descriptions

Select Information Menu Option:    INQ
     1    Inquire about a Health Summary Type
     2    Inquire about a Health Summary Component
CHOOSE 1-2:    1
```

2. Select the Health Summary Type you want information about.

```
Select Health Summary Type:    ?
 ANSWER WITH HEALTH SUMMARY TYPE LOCATION(S) USING THE SUMMARY, OR
     TITLE, OR OWNER
CHOOSE FROM:
  SAMPLE 1
  SAMPLE 2
  SAMPLE 3    GMTS HS ADHOC OPTION
Select Health Summary Type Name:    SAMPLE 2
```

3. Select the printer you want to print to, or press return if you want a screen display.

```
DEVICE:   <RET>
```

4. A report similar to the following is displayed on your screen:

```
              HEALTH SUMMARY TYPE INQUIRY

  Type Name: SAMPLE 2                    Lock:  GMTSMGR
       Title:
       Owner: POSTMASTER
SUPPRESS PRINT OF COMPONENTS WITHOUT DATA:
                             Max       Hosp ICD   Prov
Abb.  Order  Component Name  Occ Time   Loc  Text Narr  Selection
------------------------------------------------------------------
DEM    5     Demographics
ADR   10     Adv React/Allerg
CN    15     Crisis Notes
CW    20     *Clinical Warnings
LO    25     Lab Orders        10
CH    30     Chem & Hematology  10   1Y
SCLU  35     Lab Cum Selected   10   1Y
SLT   40     Lab Tests Selected 10        1Y
MIC   45     Microbiology       10        1Y
CY    50     Cytopathology      10        1Y
SP    55     Surgical Pathology 10   2Y
BA    60     Blood Availability 10   1Y
BT    65     Blood Transfusions 10   1Y
RXUD  70     Unit Dose Pharmacy      1Y
RXIV  75     IV Pharmacy             6M
RP    80     Radiology Profile  10        1Y
OPC   85     ICD Surgeries      10        1Y
PRC   90     ICD Procedures     10        1Y
MED   95     Medicine Summary   10        1Y
SR   100     Surgery Reports    10        1Y
PN   105     Progress Notes     10   1Y
ADC  110     Admission/Discharge 10       3Y
TS   115     Treating Specialty 10        1Y
TR   120     Transfers          10        1Y
DC   125     Discharges         10        1Y

     * = Disabled  Components
```

List Health Summary Types

This option provides you with a list of all health summary types currently defined on your system, indicates the person designated as the *owner* of a health summary type, and whether a lock is required to edit a health summary type. This list can be displayed on your screen or printed.

The *owner* listing tells you who created a health summary type and the *lock* listing tells you if a key is required for editing/deleting a health summary type.

Steps to use option:

1. Select List Health Summary Types from your Information Menu.

```
Select Information Menu Option:    List Health Summary Types
```

3. Select the printer you want to print to, or press return if you want a screen display.

```
DEVICE:  <RET>
```

4. A list similar to the following is displayed on your screen:

```
HEALTH SUMMARY TYPE LIST                 OCT  6,199 5  14:23    PAGE 1
Health Summary Type            Owner                       Lock
-------------------------------------------------------------------

GMTS HS ADHOC OPTION           POSTMASTER                  GMTSMGR

SAMPLE 1                       POSTMASTER                  GMTSMGR

SAMPLE 2                       POSTMASTER                  GMTSMGR

SAMPLE 3                       POSTMASTER                  GMTSMGR

SAMPLE 4                       POSTMASTER                  GMTSMGR

DR.JONES                       JONES,DR.

HTN CLINIC                     WELBY,J.
```

Inquire about a Health Summary Component

This option provides you with details about an individual component, including Abbreviation, Time and Occurrence Limits, Display Name, Hospital Location Display, ICD Text Display, Provider Narrative Display, Selection Item, Disabled message, and a complete description of the information contained in the component.

1. Select Inquire about a Health Summary Component from your Information Menu.

```
     Select Information Menu Option:      INQ
     1    Inquire about a Health Summary Type
     2    Inquire about a Health Summary Component
CHOOSE 1-2:   2   Inquire about a a Health Summary Component

Select Health Summary Component Name:      DEM
```

2. Select the printer you want to print to, or press return if you want a screen display.

```
DEVICE:  HOME//    <RET>
```

3. A list similar to the following is displayed on your screen:

```
               HEALTH SUMMARY COMPONENT INQUIRY

                    Component Name:  MAS DEMOGRAPHICS
                      Display Name:  Demographics
                      Abbreviation:  DEM
                 Time Limits Apply:  NO
             Max Occurrences Apply:  NO
 Hospital Location Display Apply:  NO
           ICD Text Display Apply:  NO
Provider Narrative Display Apply:  NO
               Component Disabled:  NO


         Description:

         This component contains the following patient
         demographic data (if available) from the MAS package:
         address, phone, county, marital status, religion, age,
         sex, occupation, period of service, POW status (e.g.,
         Y or N), branch of service, combat status (e.g., Y or
         N), eligibility code, current (verified) eligibility
         status, service connected %, mean test, next of kin
         (NOK), NOK phone number and address.
```

List Health Summary Components

This option produces a complete list of all health summary components and indicates each component's abbreviation, occurrence limit, time limit, hospital location displayed, ICD text displayed, provider narrative displayed, and whether or not the component has been marked as disabled.

1. Select List Health Summary Components from the Information Menu.

```
Select Information Menu Option:    List
  1    List Health Summary Component Descriptions
  2    List Health Summary Components
  3    List Health Summary Types
CHOOSE 1- 3:  2
```

2. Select the printer you want to print to, or press return if you want a screen display.

```
DEVICE:  HOME//    <RET>
```

3. The following list is displayed on your screen:

```
HEALTH SUMMARY COMPONENT LIST                    OCT 13,1995  11:14    PAGE 1
Component                      Occur.   Time     Hosp.   ICD    Prov.
Name                     Abbr. Limits? Limits?  Loc.?   Text?  Narr.?
Disabled?
----------------------------------------------------------------------------
--

Advance Directive       CD
Brief Adv React/All     BADR
Adv React/Allerg        ADR
Clinical Warnings       CW
Comp. & Pen. Exams      CP      yes      yes
Crisis Notes            CN
Dietetics               DI      yes      yes
Discharge Summary       DCS     yes      yes
Brief Disch Summary     BDS     yes      yes
Blood Availability      BA      yes      yes
Blood Transfusions      BT      yes      yes
Chem & Hematology       CH      yes      yes
Lab Cum Selected        SCLU    yes      yes
Lab Cum Selected 1      SCL1    yes      yes
Lab Cum Selected 2      SCL2    yes      yes
Lab Cum Selected 3      SCL3    yes      yes
Lab Cum Selected 4      SCL4    yes      yes
Cytopathology           CY      yes      yes
Electron Microscopy     EM      yes      yes
Microbiology            MIC     yes      yes
Brief Microbiology      BMIC    yes      yes
Lab Orders              LO      yes      yes
Brief Lab Orders        BLO     yes      yes
```

```
HEALTH SUMMARY COMPONENT LIST                    OCT 13,1995  11:14    PAGE 2
Component                       Occur.   Time     Hosp.  ICD    Prov.
Name                     Abbr.  Limits?  Limits?  Loc.?  Text?  Narr.?
Disabled?
-----------------------------------------------------------------------------
--

Surgical Pathology       SP     yes      yes
Lab Tests Selected       SLT    yes      yes
Admission/Discharge      ADC    yes      yes
ADT History              ADT    yes      yes
ADT History Expanded     EADT   yes      yes
Fut Clinic Visits        CVF
Past Clinic Visits       CVP    yes      yes
Demographics             DEM
Brief Demographics       BDEM
Disabilities             DS
Discharge Diagnosis      DD     yes      yes
Discharges               DC     yes      yes
ICD Procedures           PRC    yes      yes
ICD Surgeries            OPC    yes      yes
Transfers                TR     yes      yes
Treating Specialty       TS     yes      yes
Med Abnormal             MEDA   yes      yes
Med Brief Report         MEDB   yes      yes
Med Full Captioned       MEDC   yes      yes
Med Full Report          MEDF   yes      yes
Med (1 line) Summary     MEDS   yes      yes
MH Physical Exam         MHPE   yes      yes
Current Orders           ORC             yes
Clinical Maintenance     CM
Clinical Reminders       CR
Education                ED     yes      yes
Education Latest         EDL             yes
Exams Latest             EXAM            yes
Health Factors           HF     yes      yes
Health Factor Select     SHF    yes      yes
Immunizations            IM
Location of Home         LH
Non-Tabular Measurem     NTM    yes      yes
Measurement Selected     MEAS   yes      yes
Outpatient Diagnosis     OD     yes      yes      yes    yes    yes
Outpatient Encounter     OE     yes      yes      yes    yes    yes
Skin Tests               ST
Treatments Provided      TP     yes      yes
IV Pharmacy              RXIV            yes
Outpatient Pharmacy     RXOP            yes
Unit Dose Pharmacy      RXUD            yes
Active Problems          PLA                             yes    yes
All Problems             PLL                             yes    yes
Inactive Problems        PLI                             yes    yes
Progress Notes           PN     yes      yes
Brief Progress Notes     BPN    yes      yes
Radiology Impression     RI     yes      yes
Sel Rad Impression       SRI    yes      yes
Radiology Profile        RP     yes      yes
Radiology Status         RS     yes      yes
Social Work              SW
Surgery Reports          SR     yes      yes


HEALTH SUMMARY COMPONENT LIST                    OCT 13,1995  11:14    PAGE 3
Component                       Occur.   Time     Hosp.  ICD    Prov.
Name                     Abbr.  Limits?  Limits?  Loc.?  Text?  Narr.?
Disabled?
```

```
---------------------------------------------------------------------------
--

Brief Surgery Rpts     BSR     yes       yes
Vital Signs            VS      yes       yes
Vital Signs Selected   SVS     yes       yes

Select Information Menu Option:    <RET>
```

List Health Summary Component Descriptions

This option provides you a detailed list of all health summary components.

☞ **Note**: Although this list can be displayed, it is most beneficial if printed and used as reference material. *Only a small portion of the list is shown in the example below. A complete copy is in Appendix C of this manual*

1. Select List Health Summary Component Descriptions from the Information Menu.

```
Select Information Menu Option:    ?
   1       Inquire about a Health Summary Type
   2       List Health Summary Types
   3       Inquire about a Health Summary Component
   4       List Health Summary Components
   5       List Health Summary Component Descriptions
CHOOSE 1-5:   5
```

2. Select the printer you want to print to, or press <RET> for a screen display.

```
DEVICE:   PRINTERNAME
```

3. A list similar to the following is printed.

```
HEALTH SUMMARY COMPONENT DESCRIPTION LIST      SEP  6,1995  08:35    PAGE 1
Component
Name                                Abbrev.
   Description
--------------------------------------------------------------------------

Advance Directive                 CD
   This component contains advance directive notes entered using the Generic
   Progress Note package. Time and maximum occurrent limits apply to this
   component.

   Advance Directives are a type of progress note which includes clinical
   information that clinicians need to be alerted to.

   If this component is printed to either a CRT or another device type,
   information will include title, text of note, electronic signature block,
   and date/time posted.

Brief Adv React/All               BADR
   This component provides patient allergy/adverse reaction information from
   the Allergy Tracking System. It provides a brief patient list of all known
   food, drug and environmental allergies or adverse reactions (e.g., hay
   fever).

Adv React/Allerg                  ADR
   This component provides patient allergy/adverse reaction information from
   the Allergy Tracking System. It provides a list of all known food, drug
   and environmental allergies or adverse reactions (e.g., hay fever). Data
   element included are type of reaction, mechanism of reaction, causative
   agent, verification status, signs/symptoms for the reaction, the
   originator, and comments.

Clinical Warnings                 CW
   This component contains clinical warning notes entered using the Generic
   Progress Note package.  No time or maximum occurrence limits apply to this
   component.

   Clinical Warnings are a type of progress note which includes clinical
   information which clinicians need to be alerted to.

   If this component is printed out on a CRT, information will include title,
   text of note, electronic signature block, and date posted.  If the
   printout is to another device type, information will include electronic
   signature block and date posted to ensure security of information.

Comp. & Pen. Exams                CP
   This component prints all compensation and pension exams for a given
   patient by user-specified time and occurrence limits.
```
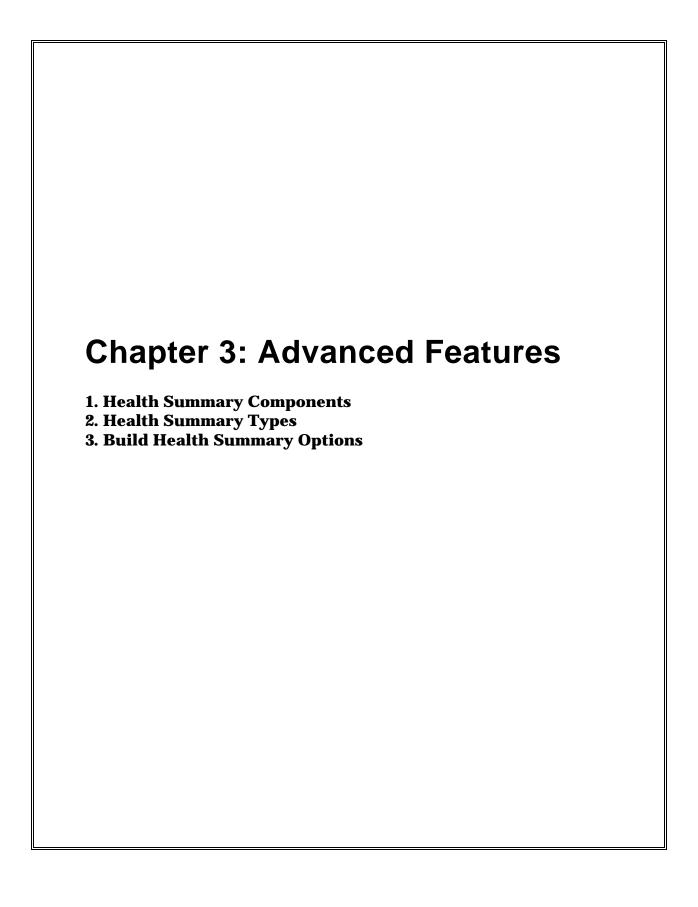
Chapter 3: Advanced Features

1. Health Summary Components
2. Health Summary Types
3. Build Health Summary Options

Health Summary Advanced Features

Chapter 3 contains information about creating and modifying Health Summary Types.

1. Health Summary Components

A health summary is made up of a series of data groupings called *components.*

A health summary component is summarized patient data extracted from various DHCP software packages. Health summary components contain a variety of patient data, ranging from Allergies to Vital Sign information. Each of the components represents a major class of DHCP data. The health summary component contains pre-determined information, but user s who are given the Enhanced Menu can set occurrence and time limits, hospital location, ICD text, provider narrative, selection items, briefness, and the header name.

Brief, Selected, and Cumulative Selected Components

Health summary has several kinds of specialized components that give narrower views of data. Three of these are *brief*, *selected,* or *cumulative selected.*

A *brief* component is a shortened compilation of data (e.g., Brief Demographics (BDEM)).

A *selected* component indicates that a user can choose any number of selection items (e.g., tests, measurements, or procedures) available in the Laboratory, Nursing (Vital Signs), Radiology, and Patient Care Encounter (PCE) packages. For example, the Selected Lab Tests (SLT) component allows you to select any number of Lab tests, and presents collection date/time, specimen, test name, result, units, and reference range in a vertical format.

Lab Tests Selected, Vital Signs Selected, Radiology Impression Selected , Health Factors Select, and Measurement Selected are the current *selected* components in Health Summary as defined and exported by the package developers.

A *cumulative selected* component allows you to choose cumulative Lab tests, displayed in a horizontal, columnar format. The Lab Cumulative Selected (SCLU) component lets you choose an *unlimited* number of cumulative Lab tests. The Lab Cumulative Selected 1 through Lab Cumulative Selected 4 (SCL1, SCL2, SCL3, SCL4) components limit you to choosing seven cumulative tests each.

☞ **Note:** If a DHCP package is unavailable at your facility, your IRM staff may disable the corresponding components. The following components are available in this version of Health Summary (but may not necessarily be available at your site):

```
CD     Advance Directive   ADT   ADT History        SHF    Health Factor Select
BADR   Brief Adv React/All EADT  ADT History ExpandedIM    Immunizations
ADR    Adv React/Allerg    CVF   Fut Clinic Visits  LH     Location of Home
CW     Clinical Warnings   CVP   Past Clinic Visits NTM    Non Tabular Measurem
CP     Comp. & Pen. Exams  DEM   Demographics       MEAS   Measurement Selected
CN     Crisis Notes        BDEM  Brief Demographics OD     Outpatient Diagnosis
DI     Dietetics           DS    Disabilities       OE     Outpatient Encounter
DCS    Discharge Summary   DD    Discharge Diagnosis ST    Skin Tests
BDS    Brief Disch Summary DC    Discharges         TP     Treatments Provided
BA     Blood Availability  PRC   ICD Procedures     RXIV   IV Pharmacy
BT     Blood Transfusions  OPC   ICD Surgeries      RXOP   Outpatient Pharmacy
CH     Chem & Hematology   TR    All Transfers      RXUD   Unit Dose Pharmacy
SCLU   Lab Cum Selected    TS    Treating Specialty PLA    Active Problems
SCL1   Lab Cum Selected 1  MEDA  Med Abnormal       PLL    All Problems
SCL2   Lab Cum Selected 2  MEDB  Med Brief Report   PLI    Inactive Problems
SCL3   Lab Cum Selected 3  MEDC  Med Full Captioned PN     Progress Notes
SCL4   Lab Cum Selected 4  MEDF  Med Full Report    BPN    Brief Progress Notes
CY     Cytopathology       MEDS  Med (1 line) SummaryRI    Radiology Impression
EM     Electron Microscopy MHPE  MH Physical Exam   SRI    Sel Rad Impression
MIC    Microbiology        ORC   Current Orders     RP     Radiology Profile
BMIC   Brief Microbiology  CM    Clinical MaintenanceRS    Radiology Status
LO     Lab Orders          CR    Clinical Reminders SW     Social Work
BLO    Brief Lab Orders    ED    Education          SR     Surgery Reports
SP     Surgical Pathology  EDL   Education Latest   BSR    Brief Surgery Rpts
SLT    Lab Tests Selected  EXAM  Exams Latest       VS     Vital Signs
ADC    Admission/Discharge HF    Health Factors     SVS    Vital Signs Selected
```

☞ **Note:** Use the *Information Menu option*(available in all Health Summary menus) to get online lists of the information contained in each health summary component or health summary type.

Component List by Package

Package	Component	Abbreviation
Allergy Tracking System	Adv React/Allerg	ADR
	Brief Adv React/All	BADR
Automated Mel Info Exchange		
(AMIE)	Comp. & Pen. Exams	CP
Dietetics	Dietetics	DI
Discharge Summary	Discharge Summary	DCS
	Brief Disch Summary	BDS
Lab Service	Blood Availability	BA
	Blood Transfusions	BT
	Chem & Hematology	CH
	Lab Cum Selected	SCLU
	Lab Cum Selected 1	SCL1
	Lab Cum Selected 2	SCL2
	Lab Cum Selected 3	SCL3
	Lab Cum Selected 4	SCL4
	Cytopathology	CY
	Electron Microscopy	EM
	Microbiology	MIC
	Brief Microbiology	BMIC
	Lab Orders	LO
	Brief Lab Orders	BLO
	Surgical Pathology	SP
	Lab Tests Selected	SLT
Medicine	Med Abnormal	MEDA
	Med Brief Report	MEDB
	Med Full Captioned	MEDC
	Med Full Report	MEDF
	Med (1 line) Summary	MEDS
Mental Health	MH Physical Exam	MHPE
Gen Med Rec - Vitals	Vital Signs	VS
	Vital Signs Selected	SVS
Order Entry/Results		
Reporting (OE/RR)	Current Orders	ORC
Patient Care Encounter (PCE)	Clinical Reminders	CR
	Clinical Maintenance	CM
	Education	ED
	Education Latest	EDL

Package	Component	Abbreviation
PCE, continued	Exams Latest	EXAM
	Health Factors	HF
	Health Factors Selected	SHF
	Immunizations	IM
	Location of Home	LH
	Non-Tabular Measurem	NTM
	Measurement Selected	MEAS
	Outpatient Diagnosis	OD
	Outpatient Encounter	OE
	Skin Tests	ST
	Treatments Provided	TP
Registration & Scheduling		
(formerly PIMS)	Admission/Discharge	ADC
	ADT History	ADT
	ADT History Expanded	EADT
	Fut Clinic Visits	CVF
	Past Clinic Visits	CVP
	Demographics	DEM
	Brief Demographics	BDEM
	Disabilities	DS
	Discharge Diagnosis	DD
	Discharges	DC
	ICD Procedures	PRC
	ICD Surgeries	OPC
	Transfers	TR
	Treating Specialty	TS
Pharmacy	IV Pharmacy	RXIV
	Outpatient Pharmacy	RXOP
	Unit Dose Pharmacy	RXUD
Problem List	Active Problems	PLA
	All Problems	PLL
	Inactive Problems	PLI
Generic Progress Notes	Advance Directive	CD
	Crisis Notes	CN
	Clinical Warnings	CW
Mental Health		
Generic Progress Notes	Progress Notes	PN
	Brief Progress Notes	BPN
Radiology	Radiology Impression	RI
	Sel Rad Impression	SRI
	Radiology Profile	RP
	Radiology Status	RS

Package	Component	Abbreviation
Social Work	Social Work	SW
Surgery	Surgery Reports	SR
	Brief Surgery Rpts	BSR

2. Health Summary Types

A health summary *type* is a structure similar to a template, composed of health summary components. The Health Summary package comes with four pre-defined health summary types (SAMPLE 1, SAMPLE 2, SAMPLE 3, and SAMPLE 4) for use in training and for informational purposes.

Anyone with the Enhanced Menu or Coordinator's Menu can create customized health summary types for personal use or for use by others.

The sample health summary types contain the following components, listed in the order in which they are displayed or printed:

SAMPLE 1
Brief Demographics
Brief Lab Orders
Brief Microbiology
Brief Surgery Reports
Radiology Status
Lab Cumulative Selected
Discharges

SAMPLE 2
Demographics
Adverse Reactions/Allergies
Crisis Notes
Clinical Warnings
Lab Orders
Chemistry & Hematology
Lab Cumulative Selected
Lab Tests Selected
Microbiology
Cytopathology
Surgical Pathology
Blood Availability
Blood Transfusions
Unit Dose Pharmacy
IV Pharmacy
Radiology Profile
ICD Surgeries
ICD Procedures
Medicine (1 line) Summary
Surgery Reports
Progress Notes

                              Admission/Discharge
                              Treating Specialty
                              Transfers
                              Discharges

SAMPLE 3   Demographics
                              Past Clinic Visits
                              Brief Lab Orders
                              Lab Tests Selected
                              Outpatient Pharmacy
                              Future Clinic Visits

SAMPLE 4   Clinical Reminders
                              Clinical Maintenance
                              Education Latest
                              Exams Latest
                              Health Factor Selected
                              Immunizations
                              Non-tabular Measurem
                              Outpatient Encounter
                              Skin Tests
                              Treatments Provided

☞ **Note:** You can make temporary changes to *selected* components of any health summary type at any time during the display process. Enter a health summary component abbreviation equal to C (e.g., ADR=C) to temporarily change a component's Occurrence Limit, Time Limit, Hospital Location Display, ICD Text Display, Provider Narrative Display, and Selection Items. Any components added to an existing health summary type or any changes to the defined time and occurrence limits do not create a permanent change to the health summary type.

3. Build Health Summary Type Menu

Use the options in the Build Health Summary Type menu (on the Health Summary Coordinator's Menu) to create health summary types consisting of the components you designate or have been asked to create by a health summary user. *Remember*: It is the health summary *type* that determines what information is included on a health summary.

The Build Health Summary Type menu contains four options:

     1   Create/Modify Health Summary Type
     2   Delete Health Summary Type
     3   Information Menu ...
     4   Print Health Summary Menu ...

Options 1 and 2 are used to create, modify, and delete health summary *types*.

Option 3 consists of six information options that provide detailed information on health summary types and components.

Option 4 is included for your convenience so you don't have to leave the menu to get patient health summary information.

Options 1 and 2 are explained in detail on the following pages.

Create/Modify Health Summary Type

Use this option to:

* Create a new health summary type by *copying* all or a few components from an existing health summary type.

* Create a new health summary type from *scratch*, by selecting components one at a time and defining the occurrences, time limits, and selection items.

* Modify an existing health summary type.

Create Health Summary Type Example

Two examples follow. In the first example, a health summary type is created by copying components from an existing health summary type. In the second example, a new health summary type is built from scratch.

Example 1 *— Creating a health summary type by copying from an existing summary (assuming you have the GMTSMGR key):*

1. Select Create/Modify Health Summary Type from the Build Health Summary Type Menu on the Health Summary Coordinator's Menu.

```
Select  Build  Health Summary Menu Option:    Create/Modify Health Summary Type
```

2. Select a new name for a Health Summary Type.

```
Select Health Summary Type:     ICU ZZTEST
  ARE YOU ADDING 'ICU ZZTEST' AS A NEW HEALTH SUMMARY TYPE?       Y  (Yes)
NAME:  ICU ZZTEST//  <RET>
```

ICU ZZTEST is the NAME of the Health Summary Type. This name will appear in the health summary header. The word "CONFIDENTIAL" will appear in front of this name and the word "SUMMARY" will appear at the end to complete the header.
Name entered: ICU ZZTEST
Generated Health Summary header: CONFIDENTIAL ICU ZZTEST SUMMARY.

3. Enter a title if you wish to replace NAME with the title in the health summary header. For example, if you enter the Name as ICU, and the Title as INTENSIVE CARE UNIT, the header that will be shown will be CONFIDENTIAL INTENSIVE CARE UNIT SUMMARY.

```
TITLE:  INTENSIVE CARE
```

4. Enter yes or no to about whether to suppress components headings when those components don't contain data. For health summary types that are displayed on the screen, this component will still be displayed with a "No data available" message. This is done to eliminate confusion that may occur when jumping between components.

```
SUPPRESS PRINT OF COMPONENTS WITHOUT DATA:    Y    YES
```

5. Enter Lock and Owner, if appropriate. Enter a LOCK if you wish to restrict edit/delete access to your health summary type. You must hold the GMTSMGR security key to enter a lock. You are automatically considered the owner, unless you hold the GMTSMGR key. If you hold the GMTSMGR key you have to designate yourself or someone else as the owner.

```
LOCK:    <RET>

OWNER:  <RET>
```

6. If you want to copy components from an existing Health Summary Type, accept the default at that question and then enter the name of the Type to copy from. The components for that Type are then listed.

```
Do you wish to copy COMPONENTS from an existing Health Summary Type? YES//
<RET>

Select Health Summary Type to copy from:     SAMPLE 1

The Following Components are Available:

BDEM     Brief Demographics      RS      Radiology Status
BLO      Brief Lab Orders        SCLU    Lab Cum  Selected
BMIC     Brief Microbiology      DC      Discharges
BSR      Brief Surgery Rpts
```

7. Select the components you want to include in your new type. You can only select components to copy from the SAMPLE 1 health summary type. If you need to add a component NOT in the SAMPLE 1 health summary type, you can do so at the second Select COMPONENT: prompt, shown below. You can enter "ALL" at this prompt to select all the components in the Brief Clinical health summary type.

```
Select COMPONENT(S):   vs,blo,dc,sclu

VS is not a valid selection.

For entry " VS" re-enter:    <RET>
```

8. You will then see a list of the parameters you have chosen, followed by a list of the components and their selection items.

```
          Type Name: ICU ZZTEST
              Title:
              Owner: USER, COORDINATOR
SUPPRESS PRINT OF COMPONENTS WITHOUT DATA:

                             Max       Hosp  ICD   Prov
Abb.   Order  Component Name  Occ  Time Loc   Text  Narr      Selection
--------------------------------------------------------------------
BLO    5      Brief Lab Orders  10   1Y
DC     10     Discharges        10
SCLU   15     Lab Cum Selected  10   1Y                     SODIUM
                                                            POTASSIUM
                                                            CHLORIDE
                                                            CALCIUM
                                                            AMYLASE
                                                            CREATININE
                                                            UREA NITRO
                                                            GLUCOSE
```

9. You can now enter components not in the SAMPLE 1 Health Summary Type. You will also be prompted to enter SUMMARY ORDER, OCCURRENCE LIMIT, TIME LIMIT, and HEADER NAME, and then asked if you wish to review the Summary Type structure.

```
Select COMPONENT:  VS   VITAL SIGNS  VS      ←Re-enter the "VS" component here.
SUMMARY ORDER:  20
OCCURRENCE LIMIT:  5
TIME LIMIT:  1Y
HEADER NAME:  Vital Signs//    <RET>
Select COMPONENT:    <RET>

Do you wish to review the Summary Type structure before continuing? NO//     Y
YES
```

```
          Type Name: ICU ZZTEST
              Title:
              Owner: USER, COORDINATOR
SUPPRESS PRINT OF COMPONENTS WITHOUT DATA:


                                  Max        Hosp  ICD  Prov
Abb.   Order  Component Name    Occ  Time  Loc   Text  Narr       Selection
-----------------------------------------------------------------
BLO    5    Brief Lab Orders     10    1Y
DC     10   Discharges           10
SCLU   15   Lab Cum Selected     10    1Y                         SODIUM
                                                                  POTASSIUM
                                                                  CHLORIDE
                                                                  CALCIUM
                                                                  AMYLASE
                                                                  CREATININE
                                                                  UREA NITRO
                                                                  GLUCOSE
VS     20      Vital Signs    5     1Y

Select COMPONENT:  <RET>

Do you wish to review the Summary Type structure before continuing? NO//
<RET>
Please hold on while I resequence the summary order....

Select Health Summary Type:    <RET>
```

***Example 2 — *** *Creating a Health Summary Type from scratch:*

```
Select Health Summary Type:    CCU ZZTEST
  ARE YOU ADDING 'CCU ZZTEST' AS A NEW HEALTH SUMMARY TYPE?       Y (YES)
NAME:  CCU ZZTEST//  <RET>
TITLE: <RET>
SUPPRESS PRINT OF COMPONENTS WITHOUT DATA:     <RET>
LOCK:  <RET>
OWNER:   <RET>

Do you wish to copy COMPONENTS from an existing Health Summary Type? YES//
NO

Select COMPONENT:    DEM  MAS DEMOGRAPHICS  DEM

SUMMARY ORDER:  5//   <RET>      ⬅This is the component order default assigned
by the program.
HEADER NAME:  Demographics//    <RET>
Select COMPONENT:  LO   LAB ORDERS   LO
SUMMARY ORDER:  10//   <RET>
OCCURRENCE LIMIT:   20
TIME LIMIT:   1Y
HEADER NAME: Lab Orders//    <RET>
Select COMPONENT: <RET>
Continue building the health summary type with more components until it is completed.

Do you wish to review the Summary Type structure before continuing? NO//
<RET>
Please hold on while I resequence the summary order..

Select Health Summary Type:    <RET>
```

Modify (Edit) Health Summary Type Example

Health summary types can be edited or deleted only by the owner , by holders of the GMTSMGR key, or holders of a lock associated with the type to be edited. Alteration of any health summary type is restricted to its owner.

Example 1 — Editing the Summary Component Order:

```
Select Health Summary  Coordinator  Menu Option:  Create/Modify Health Summary
Type
Select Health Summary Type:   ICU ZZTEST
NAME:  ICU ZZTEST//  <RET>
TITLE:  ICU PATIENT INFO
SUPPRESS PRINT OF COMPONENTS WITHOUT DATA:    <RET>
LOCK:  <RET>
OWNER:   <RET>
Do you wish to review the Summary Type structure before continuing? NO//      Y
 YES
                     HEALTH SUMMARY TYPE INQUIRY


        Type Name: ICU ZZTEST
            Title:
            Owner: USER, COORDINATOR
SUPPRESS PRINT OF COMPONENTS WITHOUT DATA:
                                 Max          Hosp  ICD   Prov
Abb.   Order   Component Name    Occ  Time  Loc  Text  Narr      Selection
-------------------------------------------------------------------------
BLO   5    Brief Lab Orders      10   1Y
DC    10   Discharges            10
SCLU  15   Lab Cum Selected      10   1Y                         SODIUM
                                                                 POTASSIUM
                                                                 CHLORIDE
                                                                 CALCIUM
                                                                 AMYLASE
                                                                 CREATININE
                                                                 UREA NITRO
                                                                 GLUCOSE
VS   20      Vital Signs    5    1Y

Select COMPONENT:  VS   VITAL SIGNS  VS
VITAL SIGNS is already a component of this summary.

    Select one of the following:
          E      Edit component parameters
          D      Delete component from   summary

Select Action:   Edit
SUMMARY ORDER: 20//  15


LAB CUMULATIVE SELECTED Already exists at SUMMARY ORDER 15

    Select one of the following:

        O        Overwrite
        I        Insert Before
        A        Append After

Select Action:  Insert Before
Inserted as SUMMARY ORDER: 12 VITAL SIGNS      ← "12 VITAL SIGNS" was entered
                                                 by the program.

HEADER NAME:  Vital Signs//   <RET>
```

```
OCCURRENCE LIMIT:  <RET>
TIME LIMIT:  <RET>
Select COMPONENT:  <RET>

Do you wish to review the Summary Type structure before continuing? NO//      N
  NO
Please hold on while I resequence the summary order........     ←The package
automatically resequences the summary order in multiples of five.

Select Health Summary Type:   <RET>
```

Example 2 — *Editing the Maximum Occurrences, Time Limit, Header Name, and Selection Items:*

```
Select Health Summary Enhanced Menu Option:     Create/Modify Health Summary
Type
Select Health Summary Type:    ICU ZZTEST
NAME:  ICU ZZTEST//   <RET>
TITLE: ICU PATIENT INFO//   <RET>
SUPPRESS PRINT OF COMPONENTS WITHOUT DATA:    <RET>
LOCK:  <RET>
OWNER:   <RET>

Do you wish to review the Summary Type structure before continuing? NO//
<RET>.

Select COMPONENT:  SCLU  LAB CUMULATIVE SELECTED   SCLU
LAB CUMULATIVE SELECTED is already a component of this summary.

     Select one of the following:

          E        Edit component parameters
          D        Delete component from summary

Select Action:  EDIT
SUMMARY ORDER:  20//   <RET>
OCCURRENCE LIMIT:  10//   5
TIME LIMIT:  1Y//   6M
HEADER NAME: Lab Cum Selected//   <RET> ←Or enter a new name for the
component.
Current selection items are:  SODIUM
                              POTASSIUM
                              CHLORIDE
                              CALCIUM
                              AMYLASE
                              CREATININE
                              UREA NITROGEN
                              GLUCOSE
Select new items one at a time in the sequence you want them displayed.
You may select any number of items.

Select SELECTION ITEM:     GLUCOSE ←You may add or delete selection
                              items at this prompt.  To delete "Calculated
                              Osmolality" enter the at-sign @ at this
                              prompt.  To add any valid Lab test, enter the
                              test name at this prompt.

Select SELECTION ITEM:    <RET>

Select COMPONENT:   <RET> ←You may enter another component name for editing
```

Example 3: *Deleting a health summary component from a health summary type.*

```
Select Health Summary  Coordinator  Menu Option:  Create/Modify Health Summary
Type

Select Health Summary Type:    ICU ZZTEST
NAME:  ICU ZZTEST//  <RET>
TITLE: ICU PATIENT INFO//     <RET>
SUPPRESS PRINT OF COMPONENTS WITHOUT DATA:     <RET>
LOCK:  <RET>
OWNER:   <RET>

Do you wish to review the Summary Type structure before continuing?NO//     <RET>
Or you could answer YES to refresh your memory on the components to edit.

Select COMPONENT:  VS    VITAL SIGNS       VS
VITAL SIGNS is already a component of this summary.

     Select one of the following:

          E       Edit component parameters
          D       Delete component from summary

Select Action:   DELETE     ← Before pressing the return key you should be sure
                              you want to delete this component. After you identify
                              a component, it will be deleted with NO second chance
                              when you press the return key.

Deleting Summary Order 15 VITAL SIGNS

Select COMPONENT:     <RET>

Do you wish to review the Summary Type structure before continuing? NO//
<RET>
Please hold on while I resequence the summary order.......
```

Delete Health Summary Type

This option lets you delete a health summary type.

☞ **Note:** You must have the GMTSMGR key to delete health summary types.

```
Select Health Summary Enhanced Menu Option:     Delete Health Summary Type

Select Health Summary Type:    ICU ZZTEST
Are you sure you want to delete the ICU ZZTEST Health Summary type? NO//      Y YES

Health Summary Type ICU ZZTEST Deleted!

Select Health Summary Type:     <RET> ⬅You may enter another summary type for
                                 deletion. Pressing return takes you back to
                                 the Health Summary Coordinator's menu.
```
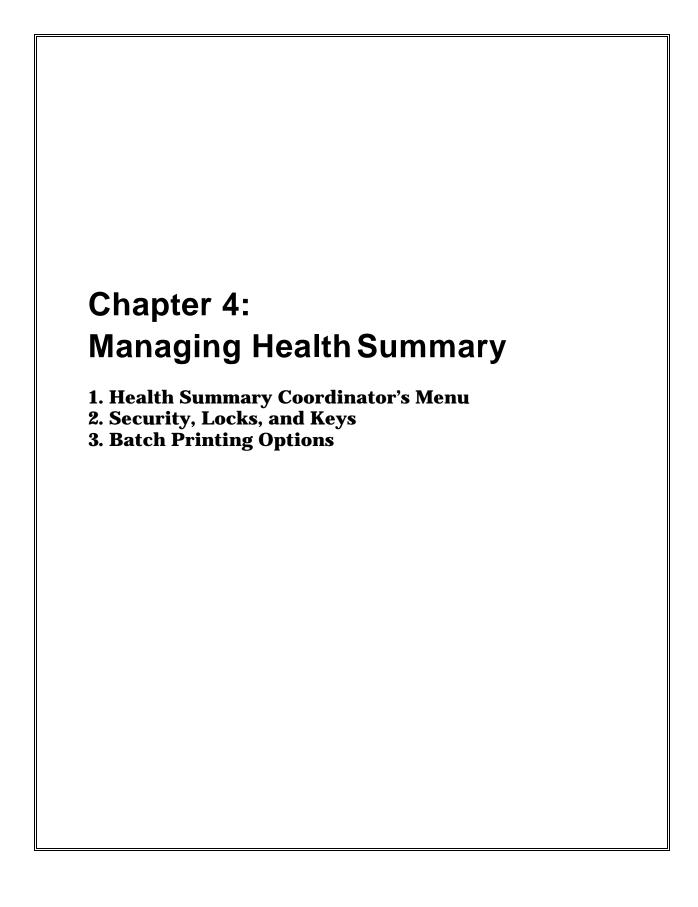
Chapter 4:
Managing Health Summary

1. Health Summary Coordinator's Menu
2. Security, Locks, and Keys
3. Batch Printing Options

Managing Health Summary

Chapter 4 provides information to help Health Summary Coordinators manage the package. It includes a description and examples of how to use the batch printing process. The *Health Summary Installation Guide* and *Health Summary Technical Manual* contain more detailed information about setting up the package and IRM/ADPAC Maintenance options .

1. Health Summary Coordinator's Menu

This menu is for Clinical Coordinators who use the special Health Summary package features for batch printing nightly summaries and building customized health summary types. It also provides all the user functions of the other two user menus described in the previous sections.

Only the batch printing options are described in this chapter.

        1   Print Health Summary Menu ...
        2   Build Health Summary Type Menu ...
        3   Set-up Batch Print Locations
        4   List Batch Health Summary Locations

2. Security, Locks, and Keys

A health summary type may be used by several different people and should not be changed indiscriminately. Therefore, editing health summary types has been restricted in several ways. *First*, a user must have access to the Health Summary Coordinator's or Enhanced menu s to edit or create a health summary type. *Second*, edit access to a particular health summary is restricted unless the user is the owner of that health summary type or holds certain security keys (e.g., GMTSMGR).

Owner
The owner of a health summary type is designated when a health summary type is created and has edit access to that health summary type. Usually the creator of a health summary type is automatically designated as its owner. However, if the creator of the health summary type holds the GMTSMGR key, the creator may designate another person as the owner. If you are assigned the GMTSMGR key, you are *not* automatically designated as the owner. You must still enter your name as "owner."

Lock
A lock may also be designated when a health summary type is created. The lock gives edit access for that health summary type to anyone who holds the matching security key. For example, someone creating a Pathology Health Summary Type may want to enter LRSUPER as the lock, thereby giving edit access to any holder of the LRSUPER security key. The four health summary types included with the Health Summary package— SAMPLE 1, SAMPLE 2, SAMPLE 3, and GMTS HS ADHOC OPTION—have the GMTSMGR lock.

Keys
GMTS VIEW ONLY
The GMTS VIEW ONLY security key allows you to view a health summary only on your terminal screen. You cannot print a paper copy of the health summary.

GMTSMGR
The GMTSMGR security key allows you to edit health summary types which are locked with the GMTSMGR key. It also provides master edit access to all other health summary types. This key should be issued with caution by the IRM Service or Clinical Coordinator.

3. Batch Printing Process

The Health Summary package allows coordinators to schedule nightly batch processing of health summaries for patients in a particular ward, patients in outpatient clinics, or patients scheduled for operating room surgeries the following day or up to ten days ahead. The advantages of Batch processing are 1) it enables the clinic to have the most current clinical information available when the patient arrives for the appointment, and 2) processing can take place in non-peak computer hours.

The nightly batch job recognizes non-workdays (weekends and holidays). Data will not be printed out on non-workdays. For example, if you want a Health Summary type printed out for Monday clinics one day in advance, it will now print on the previous Friday rather than on Sunday.

Batch Print of All Clinics by Visit Date

This option allows Coordinators to interactively designate the batch print of all health summaries for patients with appointments at all outpatient clinics on a selected day. Summaries can be printed at the print device designated for the clinic in the Location Parameters. This option is an alternate method for designating when summaries should be printed for all clinics, rather than using the batch print option available for queuing nightly batch print jobs. The option used for printing nightly batch job summaries for wards, clinics, or operating room locations should be disabled if the user wishes to use this option on a daily basis.

Steps to use Batch Print:

1. Select the Batch Print of All Clinics by Visit Date option from your menu.

```
Select Print Health Summary Menu Option:    6  Batch Print of All Clinics by
Visit Date

This option will queue Health Summaries for a specified Visit Date
for all Outpatient Clinics with Appointments on that Visit Date.
```

2. Select the Visit date.

```
Please enter the Visit date:  12/19/94//    <RET>    (DEC 19, 1994)

Date and Time to Queue this Job to run:  NOW//      <RET>
```

Set-up Batch Print Locations

This option allows you to set, edit, or delete parameters that will be used to print batches of health summaries of a specific type , in a particular hospital location. Only one set of parameters exists for a particular location and patient.

Steps to use Set-up Batch Print Location:

1. Select the Set-up option from the Health Summary Coordinator's Menu.

```
Select Health Summary Coordinator's Menu Option:    3  Set-up Batch Print
Location
```

If you select the Set-up Batch Print Locations option and receive the message in the first box shown below, contact your IRM office and ask them to turn on the GMTS TASK STARTUP option.

```
** Alert **
Health Summary batches have not been queued to print. Please ask your site
manager to queue the option GMTS TASK STARTUP to run nightly. Parameters
may be set now but will not produce health summaries until option is
queued.
```

2. Type in a hospital location name (for example, eye clinic, C Ward, NHCU, etc.).

```
Select HOSPITAL LOCATION NAME:    C WARD
```

If parameters are set for the location you chose, the following message appears:

```
At present the following Health Summary Types are printed for C WARD:

  Type              Device        Days Ahead        Action Profile

  Dr. Smith         WORK          1                     Yes
 *OUTPATIENT                      2                     No

*This Type will not print since Device has not been set

You may edit a Health Summary Type from the list or enter a new Type

Select HEALTH SUMMARY TYPE NAME:    SAMPLE 1

Do you wish to review the Summary Type structure before continuing? NO//
<RET>
```

3. Enter the name of the printer you want the summary printed at. If you
enter a ?, you will see the message shown:

```
DEVICE FOR NIGHTLY PRINT:    ?
        Please specify the printer nearest LOCATION
     ANSWER WITH DEVICE NAME, OR LOCAL SYNONYM, OR $I, OR VOLUME SET
       (CPU), OR SIGN-ON SYSTEM DEVICE.
     DO YOU WANT THE ENTIRE DEVICE LIST?    No
DEVICE FOR NIGHTLY PRINT:    WORK
```

4. If you want an action profile to print with the Health Summary,
answer yes.

```
PRINT ACTION PROFILE  : NO//   <RET>
PRINT DAYS AHEAD:  2//     <RET>
```

☛**Note: "**PRINT DAYS AHEAD:" is only prompted for if the location you selected is a
clinic or operating room.

Delete Batch Printing Set Up

To discontinue a batch printing set-up of health summaries at a
location, delete the health summary type using the same option you
used to set up batch printing.

Steps to Delete Batch Printing Set-up :

1. Select Set-up Batch Print Locations from the Health Summary
Coordinator's Menu.

```
Select Health Summary Coordinator's Menu Option:    3  Set-up Batch Print
Location
```

2. Enter the hospital location and the Health Summary Type you
want to delete the batch printing for.

```
Select Hospital Location:    ONCOLOGY

At present the following Health Summary Types are printed for ONCOLOGY:
                                                       Action
 Type                         Device          Days Ahead     Profile

 SAMPLE 1                     WORK                2                 No

You may edit a Health Summary Type from the list or enter a new Type

Select Health Summary Type:    SAMPLE 1

Do you wish to review the Summary Type structure before continuing?      NO//
<RET>

Do you wish to delete this Health Summary Type from the nightly print?      NO//
Y  YES
```

```
**Print for Health Summary Type deleted**

Select Hospital Location:    <RET>
```

List Batch Health Summary Locations

This option lets you view the hospital locations requesting nightly batch printing of health summaries. The listing shows the hospital location, the device designated for printing, the number of days in the future the print will occur, whether an Outpatient Pharmacy Action Profile will be appended, and the health summary type.

Steps to use option:

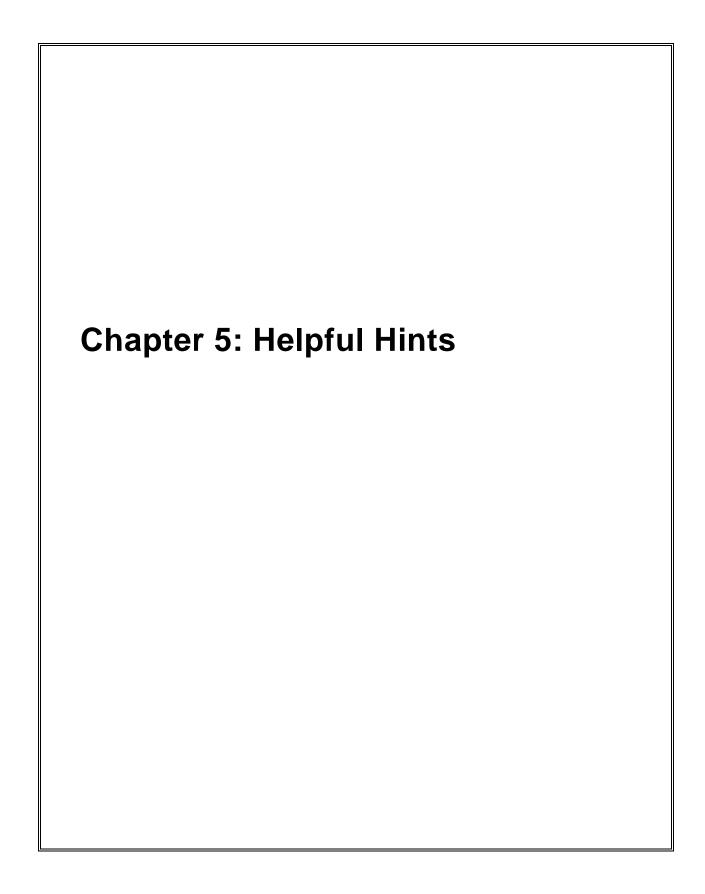**1.** Select List Batch Health Summary Locations from the Health Summary Coordinator's Menu.

```
Select Health Summary Coordinators Menu Option:    List Batch Health Summary
Locations
```

2. Type the name of the printer or press return if you want the list displayed online.

```
DEVICE:   HOME// <RET>
```

3. The list of locations is printed on your screen.

```
Batch Health Summary Locations List          OCT 17, 1990          PAGE 1
                              Print     Print
                              Days      Action
Location        Device        Ahead     Profile        Health Summary Type

EYE CLINIC      C-WARD LASER    0         yes           BRIEF CLINICAL
EYE CLINIC      C-WARD LASER    2         yes           DR. SMITH
HYPERTENSION    HALLPTR         1         no            EMERGENCY
```

Chapter 5: Helpful Hints

Helpful Hints—Q & A

Q. *How Can I Create New Components?*

A. We encourage sites to submit E3Rs for new components (or enhancements to existing components) that they believe will be useful on a national basis. The Health Summary Expert Panel evaluates these requests, and if approved, they will be provided as patches or in a future version of Health Summary, depending on the priority given to the request.

Sites also may modify existing components or create new components for their local needs, such as enhancements to one of the components that Health Summary provides, a totally new one that accesses DHCP data that Health Summary currently doesn't provide a component for, or a component to access non-DHCP supported (Class III software) packages.

☛**Note:** IRMFOs do not provide support for locally developed components.

A Health Summary basket has been set up on SHOP,ALL where sites can put their locally developed component routines, in order to share this information with the rest of the DHCP community. We encourage you to take a look at what has already been done, as this may save you some time.

To access SHOP,ALL from FORUM:
1. Enter SHOP,ALL at your menu prompt and you'll be "logged" on to SHOP,ALL
2. Enter SURROGATE NAME: **SHOP,ALL**
3. Select Mailman Option: **Read Mail**
4. Enter the Health Summary mail basket.

Q. *Will the components we created at our VAMC be wiped out when we install Version 2.7?*

A. No, local components will be preserved when you install V. 2.7.

Q. *Why doesn't the up-arrow (^) always take me out of Health Summary when I enter it as described on the screen (and in the manual)?*

A. Normally, you can exit the Health Summary program by entering an ^ at a prompt. However, if you have selected more than one patient to print Health Summaries for, a single up-arrow will take you to the next patient's Health Summary. To exit the program in these circumstances, enter double up-arrows (^^).

Q. *Can I schedule nightly batch jobs to print before weekends or holidays?*

A. The nightly batch job has been enhanced to recognize non-workdays (weekends and holidays). Data will not be printed out on non-workdays. For example, if you want a Health Summary type printed out for Monday clinics one day in advance, it will now print on the previous Friday rather than on Sunday.

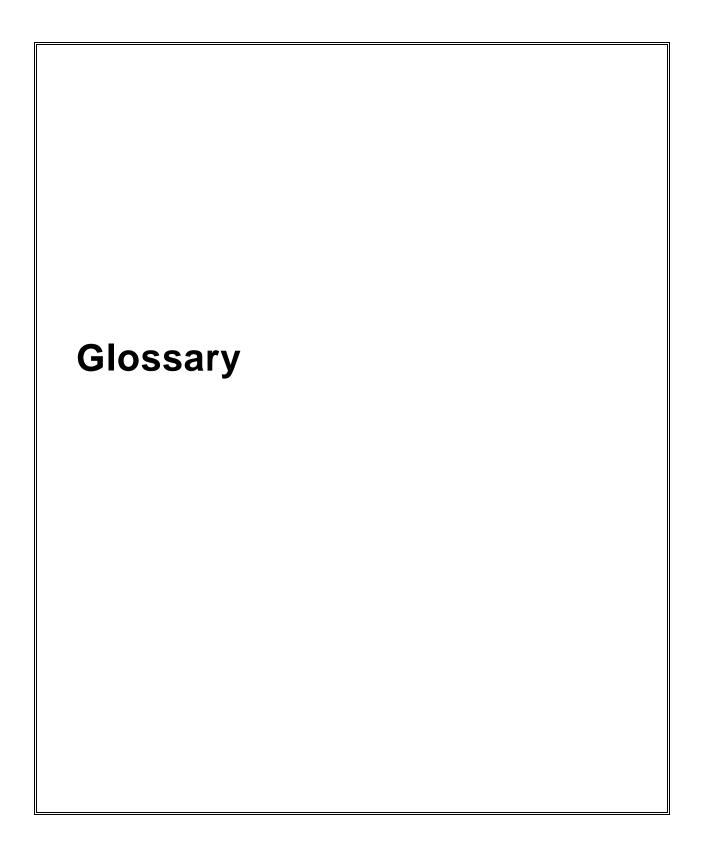**Q.** *Why doesn't the component list display in alphabetical order on the Ad Hoc menu?*

A. Components are displayed by "Default Header" — an order that doesn't appear to be alphabetical. The order is based on the *actual* (technical*)* component name. For example, "Blood Availability" is the default header name, whereas the component name is LAB BLOOD AVAILABILITY. If you need a more detailed explanation of this, contact your Clinical Coordinator or IRMS.

Q. *Is there a way for us to have Health Summaries print with encounter forms for certain clinics or appointments?*

A. The Integrated Billing Package (Encounter Form Utilities) includes a Print Manager that lets sites define reports to print along with encounter forms for specific clinics, divisions, and appointments. See the *IB Encounter Form Utilities User Manual* for further information.

Q. *Can I print bar codes on my Action Profiles that are scheduled to print in tandem with Health Summary?*

A. Yes, a site parameter has been added to allow sites to specify whether or not to print bar codes on Action Profiles which are queued to print with Health Summaries (dependent on whether the printer is set up to print bar codes).

Q. *When our site created Health Summary types and entered names thus: WELBY,MARCUS, why couldn't we review existing components through the option, "Create/Modify Health Summary Type"?*

A. For technical reasons involving FileMan conventions, commas can't be used in certain fields. We recommend that you avoid using commas in names of Health Summary types.

Glossary

Glossary

Ad Hoc Health Summary	A temporary health summary that lets you select health summary components, time and occurrence limits, and selection items for a particular patient.
Components	Elements of data from DHCP packages that make up the health summary report (e.g., Demographics).
DHCP	Decentralized Hospital Computer Program—the VA program responsible for installing an integrated computer system in all 172 VA hospitals.
Default	Prompts that have an answer followed by double slashes (//) are called defaults; this means a response has been pre-selected, based on the most likely response or the previous response to this prompt. For example, the prompt "Time Limit:" may have a default of 1 year for Lab Orders, and would appear as: Time Limit: 1Y//.
Device	A printer or computer terminal screen. See the *DHCP User's Guide to Computing* for information about basic DHCP computer skills, including printing information.
Hospital Location Displayed	For some PCE components, when this flag is enabled, the Hospital Location abbreviation will be displayed.
ICD Text Displayed	For some components, Diagnosis Text can be customized (e. g., long form, short form, code only, or no form of ICD Diagnosis).
Lock	Restricts edit access for a given health summary type to the holders of any valid security key. For example, the GMTSMGR key is required to edit summary types that are locked by the GMTSMGR lock. A lock may also be designated when a health

summary type is created. For example, someone creating a Pathology Health Summary Type may want to enter LRSUPER as the lock, thereby giving edit access to any holder of the LRSUPER security key.

Non-destructive   In the Health Summary package, non-destructive means that Health Summary does not edit the data from the DHCP package from which it extracts its information.

Occurrence Limits   The number of past occurrences that will be reported on a health summary (e.g., the last five occurrences).

Owner   The creator of a health summary type. Owners and holders of the GMTSMGR security key have sole access to modify their health summary type(s).

Provider Narrative Displayed   For some components, when this flag is enabled and a provider enters narrative text, the text will be displayed.

Selection Items   For some components (e.g., Lab Tests Selected, Vital Signs Selected), you can specify the data elements to be included in the components, such as occurrence and time limits.

Summary Order   The order in which components appear in a health summary, as defined by the creator of a Summary Type.

Summary Type   The structure or template containing defined components and their unique characteristics with occurrence and time limits, and selection items. Used to print health summaries for patients.

Time Limits   The time period of reference included on a health summary for a particular component (e.g., 2D, 1M, 1Y for two days, one month and one year).

Appendices

Appendix A - **Request for New Health Summary Type**
Appendix B - **Comment and Problem Report**
Appendix C - **Health Summary Component Description List**
Appendix D - **DHCP & Health Summary Conventions**

Appendix A — Request for New Health Summary Type

To: Health Summary Coordinator

From: _____

Please create a health summary type consisting of the following components
in the order indicated, with maximum occurrence, time limit and selection(s)
as noted.

Health Summary Type Name _____

Order	Abbreviation or Component Name (e.g. DEM or Demographics)	Max Occ (e.g. 10, 15, 20)	Time (20D,4W 6M, 1Y)	Hosp Loc (YorN)	ICD Text (Long, Short, Code, Text, or None)	Prov Narr (YorN)	Selection(s) Items (Chem 7,Glucose)
____	_____	_____	_____	____	____	____	_____
____	_____	_____	_____	____	____	____	_____
____	_____	_____	_____	____	____	____	_____
____	_____	_____	_____	____	____	____	_____
____	_____	_____	_____	____	____	____	_____
____	_____	_____	_____	____	____	____	_____
____	_____	_____	_____	____	____	____	_____
____	_____	_____	_____	____	____	____	_____
____	_____	_____	_____	____	____	____	_____
____	_____	_____	_____	____	____	____	_____

For a list of available components and whether time and/or occurrence limits ,
hospital location, ICD text and provider narrative displays, and selection items
apply, use the List Health Summary Components option.

Appendix B—Comment and Problem Report

Health Summary Program and Documentation

Please feel free to report any package or documentation comments and suggestions on this form. This form should be returned to:

> Health Summary Project Manager
> Dept. of Veterans Affairs
> IRM Field Office, Salt Lake Campus
> 295 Chipeta Way
> SLC, UT 84108-1286

Program Change or Suggestion:

Documentation Change or Suggestion:

From --
Name:
Site:
Phone Number:

Appendix C—Health Summary Component Description List

The following list can be produced (displayed online or printed) from the "List Health Summary Component Descriptions" option on the Information Menu.

```
HEALTH SUMMARY COMPONENT DESCRIPTION LIST        SEP  6,1995  08:35    PAGE 1
Component
Name                                Abbrev.
   Description
-----------------------------------------------------------------------------

Advance Directive                   CD
   This component contains advance directive notes entered using the Generic
   Progress Note package. Time and maximum occurrent limits apply to this
   component.

   Advance Directives are a type of progress note which includes clinical
   information that clinicians need to be alerted to.

   If this component is printed to either a CRT or another device type,
   information will include title, text of note, electronic signature block,
   and date/time posted.

Brief Adv React/All                 BADR
   This component provides patient allergy/adverse reaction information from
   the Allergy Tracking System. It provides a brief patient list of all known
   food, drug and environmental allergies or adverse reactions (e.g., hay
   fever).

Adv React/Allerg                    ADR
   This component provides patient allergy/adverse reaction information from
   the Allergy Tracking System. It provides a list of all known food, drug
   and environmental allergies or adverse reactions (e.g., hay fever). Data
   element included are type of reaction, mechanism of reaction, causative
   agent, verification status, signs/symptoms for the reaction, the
   originator, and comments.

Clinical Warnings                   CW
   This component contains clinical warning notes entered using the Generic
   Progress Note package.  No time or maximum occurrence limits apply to this
   component.

   Clinical Warnings are a type of progress note which includes clinical
   information which clinicians need to be alerted to.

   If this component is printed out on a CRT, information will include title,
   text of note, electronic signature block, and date posted.  If the
   printout is to another device type, information will include electronic
   signature block and date posted to ensure security of information.

Comp. & Pen. Exams                  CP
   This component prints all compensation and pension exams for a given
   patient by user-specified time and occurrence limits.
```

```
HEALTH SUMMARY COMPONENT DESCRIPTION LIST       SEP  6,1995  08:35    PAGE 2
Component
Name                              Abbrev.
   Description
-------------------------------------------------------------------------------

Crisis Notes                     CN
   This component contains crisis notes entered using the Generic Progress
   Note package. No time or maximum occurrence limits apply to this
   component.

   Crisis Notes are a type of progress note which contains important
   information for anyone who deals with a patient.

   If this component is printed out on a CRT, information will include title,
   text of note, electronic signature block, and date posted. If the printout
   is to another device type, information will include electronic signature
   block and date posted to insure security of information.

Dietetics                        DI
   This component contains information from the Dietetics package.  Time and
   occurrence limits apply to this component.  Data presented include: diet
   orders, start/stop dates, type of service (tray, e.g.); nutritional
   status, date assessed; supplemental feedings, start/stop dates; tube
   feedings, start/stop dates, strength of product, quantity ordered, and
   daily dosages.

   Note:  When a time limit is selected, the data presented reflects orders
   initiated within the time period.

Discharge Summary                DCS
   This component prints all discharge summaries (including report text) for
   user-specified time and occurrence limits.

Brief Disch Summary              BDS
   This component prints the admission, discharge and cosignature dates, as
   the dictating and approving provider names, and signature status of all
   discharge summaries for user-specified time and occurrence limits.

Blood Availability               BA
   This component contains information from the Blood Bank module of the Lab
   Package. Time and occurrence limits apply to this component. Data
   presented include: patient blood type (whether or not units have been
   assigned), unit expiration date, unit ID#, blood product(s), cross-match
   results, last known location, and a flag for autologous units.

   Note:  An asterisked date (e.g., * 10/10/90) indicates that the unit is
   due to expire within the next 48 hours.

Blood Transfusions               BT
   This component contains information from the Blood Bank module of the Lab
   Package.  Time and occurrence limits apply to this component.  Data
   presented include:  transfusion date and abbreviated blood products (with
   total number of units transfused for each, e.g., RBC (2)).  A key of the
   abbreviations is presented at the bottom of the display to help identify
   any unfamiliar blood products.
```


```
HEALTH SUMMARY COMPONENT DESCRIPTION LIST      SEP  6,1995  08:35    PAGE 3
Component
Name                              Abbrev.
   Description
--------------------------------------------------------------------------------

Chem & Hematology                 CH
   This component contains information extracted from the Lab package.  Time
   and maximum occurrence limits apply to this component. Data presented
   include:  collection date/time, specimen, test name, results (w/ref flag:
   High/Low/Critical), units, and Reference range.  Comments will also be
   conditionally displayed, depending on the value of the DISPLAY COMMENTS ON
   LABS Health Summary Site Parameter.  Results which include comments will
   be indicated with the symbol !!, in the event that the parameter is set to
   0 or NO.

Lab Cum Selected                  SCLU
   This component contains information extracted from the Lab package. Not
   only do time and maximum occurrence limits apply to this component, but
   the user is allowed to select any number of atomic Lab tests. Data
   presented include:  collection date/time, specimen, test names with
   results and reference flags in columnar (horizontal) format. Comments will
   also be conditionally displayed, depending on the value of the DISPLAY
   COMMENTS ON LABS Health Summary Site Parameter. When comments are
   displayed, a lower case letter will be displayed to the left of the date
   for entries with comments. Comments will be displayed after all the
   results are displayed with comments being linked by the lower case letter.

   Up to 26 comments can be included.

Lab Cum Selected 1                SCL1
   This component contains information extracted from the Lab package. Not
   only do time and maximum occurrence limits apply to this component, but
   the user is allowed to select as many as seven atomic Lab tests. Data
   presented include: collection date/time, specimen, test names with results
   and reference flags in columnar (horizontal) format. Comments will also be
   conditionally displayed, depending on the value of the DISPLAY COMMENTS ON
   LABS Health Summary Site Parameter. When comments are displayed, a lower
   case letter will be displayed to the left of the date for entries with
   comments. Comments will be displayed after all the results are displayed
   with comments being linked by the lower case letter. Up to 26 comments can
   be included.

Lab Cum Selected 2                SCL2
   This component contains information extracted from the Lab package. Not
   only do time and maximum occurrence limits apply to this component, but
   the user is allowed to select as many as seven atomic Lab tests. Data
   presented include: collection date/time, specimen, test names with results
   and reference flags in columnar (horizontal) format. Comments will also be
   conditionally displayed, depending on the value of the DISPLAY COMMENTS ON
   LABS Health Summary Site Parameter. When comments are displayed, a lower
   case letter will be displayed to the left of the date for entries with
   comments. Comments will be displayed after all the results are displayed
   with comments being linked by the lower case letter. Up to 26 comments can
   be included.
```

Appendices

Lab Cum Selected 3   SCL3
   This component contains information extracted from the Lab package. Not
   only do time and maximum occurrence limits apply to this component, but
   the user is allowed to select as many as seven atomic Lab tests. Data
   presented include: collection date/time, specimen, test names with results
   and reference flags in columnar (horizontal) format. Comments will also be
   conditionally displayed, depending on the value of the DISPLAY COMMENTS ON
   LABS Health Summary Site Parameter. When comments are displayed, a lower
   case letter will be displayed to the left of the date for entries with
   comments. Comments will be displayed after all the results are displayed
   with comments being linked by the lower case letter. Up to 26 comments can
   be included.

Lab Cum Selected 4   SCL4
   This component contains information extracted from the Lab package. Not
   only do time and maximum occurrence limits apply to this component, but
   the user is allowed to select as many as seven atomic Lab tests. Data
   presented include: collection date/time, specimen, test names with results
   and reference flags in columnar (horizontal) format. Comments will also be
   conditionally displayed, depending on the value of the DISPLAY COMMENTS ON
   LABS Health Summary Site Parameter. When comments are displayed, a lower
   case letter will be displayed to the left of the date for entries with
   comments. Comments will be displayed after all the results are displayed
   with comments being linked by the lower case letter. Up to 26 comments can
   be included.

Cytopathology   CY
   This component contains information extracted from the Cytopathology
   module of the Lab package. Time and maximum occurrence limits apply. Data
   presented include: collection date/time, accession number, specimen,
   gross description, microscopic exam, brief clinical history, and
   Cytopathology Diagnosis.

Electron Microscopy   EM
   This component contains information extracted from the Electron Microscopy
   module of the Lab package. Time and maximum occurrence limits apply. Data
   presented include: collection date/time, accession number, specimen,
   gross description, microscopic exam, supplementary report description,
   brief clinical history, and EM Diagnosis.

Microbiology   MIC
   This component contains information extracted from the Microbiology module
   of the Lab Package. Time and maximum occurrence limits apply. Data
   include: collection date/time, collection sample, site/specimen, specimen
   comment, tests, urine screen, sputum screen, sterility control, sterility
   results, comments for reports, smear/prep, acid fast stain Parasite
   Report, organism(s), Mycology Report, Bacteriology Report,
   Mycobacteriology Report, Gram Stain Result, Culture and Susceptibility,
   Antibiotic Serum Level, and remarks.

```
HEALTH SUMMARY COMPONENT DESCRIPTION LIST      SEP  6,1995  08:35    PAGE 5
Component
Name                             Abbrev.
   Description
-------------------------------------------------------------------------------

Brief Microbiology               BMIC
   This component contains information extracted from the Lab package. Time
   and maximum occurrence limits apply to this component in addition to
   collection date/time, test names, specimen, report status, Culture and
   Susceptibility, Smear/Prep, Acid Fast Stain, Antibiotic Serum Level, and
   test results.

Lab Orders                       LO
   This component contains information extracted from the Lab package.  Time
   and maximum occurrence limits apply. Data presented include: collection
   date (either actual or expected), lab test, provider, accession, date/time
   ordered, specimen, and date/time results available.

Brief Lab Orders                 BLO
   This component contains information extracted from the Lab package.  Time
   and maximum occurrence limits apply.Data presented include: collection
   date/time, lab test name, specimen, urgency, and order status (e.g.,
   ORDERED, COLLECTED, PROCESSING, COMPLETE).

Surgical Pathology               SP
   This component contains information extracted from the Surgical Pathology
   module of the Lab package. Time and maximum occurrence limits apply. Data
   presented include:  collection date/time, accession number, specimen,
   gross description, microscopic description, brief clinical history,
   supplementary report description, frozen section and surgical path
   diagnosis.

Lab Tests Selected               SLT
   This component contains information extracted from the Lab package. Not
   only do time and maximum occurrence limits apply to this component, but
   the user is allowed to select any number of atomic Lab tests. Data
   includes: collection date/time, specimen, test name, result, units and
   reference range. Comments will also be conditionally displayed, depending
   on the value of the DISPLAY COMMENTS ON LABS Health Summary Site
   Parameter. Results which include comments will be indicated with the
   symbol !!, in the event that the parameter is set to 0 or NO.

   Note: This component corresponds to the vertical format for the Lab
   package's cumulative reports.

Admission/Discharge              ADC
   This component contains information from the MAS package.  Time and
   occurrence limits apply to this component.  Data presented include: date
   range of admission, ward, length of stay (LOS), last treating specialty,
   last provider, admitting diagnosis text, bedsection, principal diagnosis,
   diagnosis for longest length of stay (DXLS), and secondary ICD diagnoses.

ADT History                      ADT
   This component contains information extracted from the MAS package.  It
   can only be used with MAS Version 5 and up.

   Time and maximum occurrence limits apply.  Data presented include:
   movement date, movement type (ADM=Admission, TR=Transfer, TS= Treating
   Specialty, DC=Discharge), movement description, specialty, and provider.
```

```
HEALTH SUMMARY COMPONENT DESCRIPTION LIST      SEP  6,1995  08:35    PAGE 6
Component
Name                                Abbrev.
   Description
-----------------------------------------------------------------------------

ADT History Expanded              EADT
   This component contains information extracted from the MAS package. It is
   a consolidated view of all the MAS components. It can only be used with
   MAS Version 5 and up.

   Time and maximum occurrence limits apply. Data presented include patient
   eligibility and rated disabilities. Movement data then follows with
   movement date, movement type (ADM=Admission, TR=Transfer, TS= Treating
   Specialty, DC=Discharge), movement description, specialty, and provider.
   Admissions include the admission diagnosis if the patient hasn't been
   discharged. Transfers included ward location and transfer facility.
   Treating specialties includes Specialty Tranfers Diagnosis. Dicharges
   include the data in the Discharge Diagnosis and Discharges components.
   Following the data for each admission ICD Procedures, and ICD Surgeries
   will be include if present.

Fut Clinic Visits                 CVF
   This component provides a listing from the MAS scheduling module that
   contains future clinic visit dates, the clinic visited, and the
   appointment type.

Past Clinic Visits                CVP
   This component contains information from the MAS scheduling module.  Time
   and occurrence limits apply to this component.  Data presented include:
   past clinic visits, dates, and a visit status (e.g., NO SHOW, INPATIENT
   VISIT).  Note: Cancellations and Unscheduled Visits are shown.

Demographics                      DEM
   This component contains the following patient demographic data (if
   available) from the MAS package: address, phone, county, marital status,
   religion, age, sex, occupation, period of service, POW status (e.g., Y or
   N), branch of service, combat status (e.g., Y or N), eligibility code,
   current (verified) eligibility status, service connected %, mean test,
   next of kin (NOK), NOK phone number and address.

Brief Demographics                BDEM
   This component contains information from the MAS package.  It provides
   brief patient demographic information including:  address, phone number,
   age, sex, mean test, and eligibility code (e.g., service connected
   50-100%).

Disabilities                      DS
   This component provides information from the MAS package about a patient's
   eligibility code and eligibility status (Verified), and rated
   disabilities, including the disability percentage and whether the
   disability is service connected or non-service connected.
```

```
HEALTH SUMMARY COMPONENT DESCRIPTION LIST       SEP  6,1995  08:35    PAGE 7
Component
Name                                 Abbrev.
   Description
-----------------------------------------------------------------------------

Discharge Diagnosis              DD
   This component contains information extracted from the MAS package. Time
   and occurrence limits apply to this component.  Data presented include:
   Date range of admission through discharge, length of stay (LOS), Principal
   diagnosis, diagnosis for longest length of stay (DXLS), and secondary ICD
   discharge diagnoses.

   Note: This component provides discharge diagnoses coded in the MAS PTF
   file. The occurrence limits are determined by the occurrence of
   admissions.

Discharges                       DC
   This component contains information extracted from the MAS package. Time
   and occurrence limits apply to this component.  Data presented include:
   date of discharge, DXLS, bedsection, disposition type, disposition place,
   and outpatient treatment flag.

   Note: The occurrence limits are determined by the occurrence of
   admissions.

ICD Procedures                   PRC
   This component contains MAS coded procedures, by admission, extracted from
   the MAS package.  Time and occurrence limits apply to this component.
   Data presented include:  procedure date, procedure name, and ICD-9CM
   procedure codes.

   Note: The occurrence limits are determined by the occurrence of
   admissions.

ICD Surgeries                    OPC
   This component contains MAS coded surgeries, by admission, extracted from
   the MAS package.  Time and occurrence limits apply to this component.
   Data presented include:  surgery date, procedure name, and ICD-9CM
   procedure codes.

   Note: The occurrence limits are determined by the occurrence of
   admissions.

Transfers                        TR
   This component contains information extracted from the MAS package.  Time
   and occurrence limits apply to this component.  Data presented include:
   transfer date, type, destination, and provider (when available).

   Note: The occurrence limits are determined by the occurrence of
   admissions.

Treating Specialty               TS
   This component contains information extracted from the MAS package.  Time
   and occurrence limits apply to this component.  Data presented include:
   treating specialty change date/time, new treating specialty, (admission
   date), and provider.

   Note: The occurrence limits are determined by the occurrence of
   admissions.
```

```
HEALTH SUMMARY COMPONENT DESCRIPTION LIST       SEP  6,1995  08:35    PAGE 8
Component
Name                                  Abbrev.
   Description
-----------------------------------------------------------------------------


Med Abnormal                    MEDA
   This component contains information extracted from the Medicine package.
   Data presented include:  procedure date/time, medical procedure name, and
   result (e.g., normal, abnormal, borderline).  Time and maximum occurrence
   limits apply.

Med Brief Report                MEDB
   This is the brief procedure view defined by the Medicine View file.  This
   output can be managed by the local IRM staff.  Time and maximum occurrence
   limits apply.

Med Full Captioned              MEDC
   This prints the full set of results which are present in each procedure.
   No labels will be included which have no values associated with them.
   Time and maximum occurrence limits apply.

Med Full Report                 MEDF
   This component provides a full report of procedures as defined by the
   Medicine View file.  This report includes labels which have no value
   associated with them.  Time and maximum occurence limits apply.

Med (1 line) Summary            MEDS
   This component provides a one line summary view of Medicine procedures
   which is extracted from the Medicine package. Time and maximum occurrence
   limits apply.  Data presented include: procedure date/time, medical
   procedure name, and result (e.g., normal, abnormal, borderline).  Note:
   This component is a summary of procedure statuses.

MH Physical Exam                MHPE
   The Mental Health Physical Exam component contains the results of the
   physical examination concerning patient's overall condition associated
   with the systems identified. This data is being extracted from the Medical
   Record (# 90) file.

Current Orders                  ORC
   This component contains current orders from the OE/RR package.  Since the
   OE/RR package integrates all orders for the ancillary services, the orders
   will be reported in most recent orders first sequence without concern for
   the ancillary package the order originated from/for. Current orders are
   defined as those orders with an OE/RR order status other than discontinued
   or expired.
   The component information includes item ordered, OE/RR order status, start
   date, and stop date. OE/RR order status abbreviations include
   "blank"=Active, "c"=Complete, "dc"=Discontinued, "e"= expired,
   "?"=Flagged, "h"=Hold, "i"=incomplete, "p"=pending, "s"=scheduled.

Clinical Maintenance            CM
   This component shows what the outcome was of information on file that is
   related to the Clinical Reminders. The PCE REMINDER/MAINTENANCE ITEM FILE
   is used to determine which reminders should be printed in this component
   with the results of the search of information in PCE, Problem List or
   other DHCP files.
```

```
HEALTH SUMMARY COMPONENT DESCRIPTION LIST      SEP  6,1995  08:35    PAGE 9
Component
Name                                 Abbrev.
   Description
----------------------------------------------------------------------------

Clinical Reminders              CR
   This component lists the clinical reminders and their due dates. If an
   item is currently due, "DUE NOW" is listed instead of a date. Clinical
   Reminders may included Measurements (BP, HT, WT), Exams (Breast, Pelvic,
   Etc.), Laboratory Tests (Cholesterol, PAP Test, etc.), Skin Tests (PPD),

   Immunizations (Influenza, Tetanus Toxoid, etc.), Patient Education topics
   (Breast, Diet, etc.), and in certain cases diagnosis (status post lung CA)
   and procedures (hysterectomy, flexisigomoidoscopy, etc.).

Education                       ED
   This component lists the patient education topics and a brief assessment
   of the patient's understanding of the topic for a particular patient for
   user-specified time and occurrence limits. Some examples of topics are
   complications, diet, disease process, exercise, follow-up care, general
   information, lifestyle adaptations, medications, nutrition, smoking, etc.

Education Latest                EDL
   This component lists the latest patient education for each topic and a
   brief assessment of the patient's understanding of the topic for a
   particular patient for a user-specified time limit. Some examples of
   topics are complications, diet, disease process, exercise, follow-up care,
   general information, lifestyle adaptations, medications, nutrition,
   smoking, etc.

Exams Latest                    EXAM
   This component lists the latest examination information and results for a
   particular patient for a user-specified time limit. Some examples of exam
   types are eye exams, ear exams, neurological exams, pelvis exams, etc.

Health Factors                  HF
   This component lists all the health factors associated with a particular
   patient for user-specified time and occurrence limits. The list will
   display health factors by category and include a level of severity for
   each health factor including Minimal(M), Moderate(MO), and
   Heavy/Severe(H).

   Set the occurrence limit to 1 to list the latest unique health factors
   within each category.  (E.g. If there were 12 "Non-Smoker" health factor
   entries, only the latest "Non-Smoker" entry would display.)

Health Factor Select            SHF
   This component allows a user to select specific health factors by category
   and then lists the health factors, which apply to a particular patient for
   user-specified time and occurrence limits.

   Set the occurrence limit to 1 to list the latest unique health factors for
   each selected category. (E.g. If there were 12 "Non-Smoker" health factor
   entries, only the latest "Non-Smoker" entry would display.

Immunizations                   IM
   This component lists the immunizations (e.g., Rubella, Smallpox, etc.) and
   information about each immunization administered to a particular patient.
```

```
HEALTH SUMMARY COMPONENT DESCRIPTION LIST       SEP  6,1995  08:35    PAGE 10
Component
Name                               Abbrev.
   Description
-------------------------------------------------------------------------------

Location of Home                LH
   This component lists directions to a particular patient's home.

Non-Tabular Measurem            NTM
   This component lists measurements (e.g. blood pressure, height, weight,
   respirations, etc.) in a non-tabular format for a particular patient for a
   user-specified time and occurrence limits.

Measurement Selected            MEAS
   This component lists selected measurements segments in a tabular format
   for a particular patient for user-specified time and occurrence limits.
   Specialized measurement segments can be set up in the Patient Care
   Encounter package at each site by the IRM staff to allow different
   measurement views.

Outpatient Diagnosis            OD
   This component lists outpatient diagnosis (ICD-9) for a particular
   patient.  The user can specify time and occurrence limits, whether
   hospital location should be displayed or not, the format of ICD-9 data
   (e.g. code only, long text, short text or no ICD-9 data), and whether the
   provider narrative should be displayed or not.

Outpatient Encounter            OE
   This component lists outpatient diagnosis (ICD-9) and procedure (CPT) for
   a particular patient. The user can specify item and occurrence limits,
   whether hospital location should be displayed or not, the format of ICD-9
   data (e.g. code only, long text, short text or no ICD-9 data), and whether
   the provider narrative should be displayed or not.

Skin Tests                      ST
   This component lists the skin tests and the results (e.g. positive,
   negative, doubtful, or no take) for a particular patient. Some examples of
   skin tests are cocci, mon-vac, PPD, schick, tine, etc.

Treatments Provided             TP
   This component lists treatments provided that are not covered in the
   IDC-9-CM procedures for a particular patient for user specified time and
   occurrence limits. Some example of treatment types include nursing
   activities such as ear irrigation, dental care instructions, or preventive
   health care counseling.

IV Pharmacy                     RXIV
   This component contains IV orders extracted from the Pharmacy package.
   Only time limits apply.  Data presented include:  start date, stop date,
   drug (additives), dose, status, solutions and infusion rates.

   Note: If no time limit is defined, only active IV orders are reported.  If
   a time limit is defined, all IV orders which have an expiration or cancel
   date within the time limit range are reported.
```

```
HEALTH SUMMARY COMPONENT DESCRIPTION LIST        SEP  6,1995  08:35     PAGE 11
Component
Name                                  Abbrev.
   Description
-----------------------------------------------------------------------------

Outpatient Pharmacy                   RXOP
   This component contains information from the Outpatient Pharmacy package.
   Only time limits apply.  Data presented include:  drug, prescription
   number, status expiration/cancellation date (when appropriate), quantity,
   issue date, last fill date, refills remaining, provider, and cost/fill
   (when available).

   Note: If no time limit is defined, only active outpatient orders are
   reported. If a time limit is defined, all outpatient pharmacy orders which
   have an expiration or cancel date within the time limit range are
   reported.

Unit Dose Pharmacy                    RXUD
   This component contains Unit Dose information extracted from the Pharmacy
   package.  Only time limits apply.  Data presented include:  Drug, dose,
   pharmacy status, start date, stop date, and sig (which includes schedule
   instructions and route).

   NOTE: If no time limit is defined, all active orders are reported.  If a
   time limit is defined, all unit dose orders which have an expiration or
   cancel date within the time limit range are reported.

Active Problems                       PLA
   This component lists all known active problems for a patient. Information
   displayed: ICD data (based on ICD Text Display parameter), provider
   narrative (unless Provider Narrative Display parameter is set to NO), date
   of onset, date last modified, the responsible provider, and all active
   comments.

All Problems                          PLL
   This component lists all known problems, both active and inactive, for a
   patient. Information displayed: ICD data (based on ICD Text Display
   parameter), provider narrative (unless Provider Narrative Display
   parameter is set to NO), date of onset (if problem is active), date
   problem resolved (if inactive), date last modified, the responsible
   provider, and all active comments for the problems.

Inactive Problems                     PLI
   This component lists all known inactive problems for a patient.
   Information displayed: ICD data (based on ICD Text Display parameter),
   provider narrative (unless Provider Narrative Display parameter is set to
   NO), date problem resolved, date last modified, the responsible provider,
   and all active comments for the problem.

Progress Notes                        PN
   This component contains progress notes from the Generic Progress Notes
   Package AND progress notes from the Mental Health Package.  Time and
   maximum occurrence limits apply to this component.  Data presented
   include: Progress note date/time written, title, text of note, electronic
   signature block (including possible cosignature and cosigner comments),
   and the note's correction text and correction date/time.
   Only those notes which have been signed with an electronic signature or
   (for generic progress notes) electronically marked signed on chart will be
   reported.
```

```
HEALTH SUMMARY COMPONENT DESCRIPTION LIST      SEP  6,1995  08:35    PAGE 12
Component
Name                               Abbrev.
   Description
-----------------------------------------------------------------------------

Brief Progress Notes             BPN
   This component contains information from the Mental Health and Generic
   Progress Notes packages. Time and maximum occurrence limits apply.  Data
   presented include:  Progress note date/time, title, author and last
   correction date/time.

   Only those notes which have been signed with an electronic signature or
   (for generic progress notes) electronically marked signed on chart will be
   listed.

Radiology Impression             RI
   This component contains impressions from the Radiology package.  Time and
   maximum occurrence limits apply.  Data presented include:  study date,
   procedure(s), status, and radiologist's impression (narrative).

   Only radiology impressions which have been verified are reported.

Sel Rad Impression               SRI
   This component contains impressions from the Radiology package.  Time and
   occurrence limits apply.  Data presented include:  study date,
   procedure(s), status and radiologist's impression (narrative) for the
   procedures selected by the user (e.g., CHEST 2 VIEWS - PA & LAT).

   Only radiology impressions which have been verified are reported.

Radiology Profile                RP
   This component contains information from the Radiology package.  Time and
   maximum occurrence limits apply.  Data presented include:  study date,
   procedure(s) with status(es), report status, staff radiologist, resident
   radiologist, and the narrative fields modifier, history, report, and
   impression.

   Only radiology profiles which have been verified are reported.

Radiology Status                 RS
   This component contains procedure statuses from the Radiology package.
   Time and maximum occurrence limits apply. Data presented include: request
   date/time, status, procedure, scheduled date/time, and provider name.

Social Work                      SW
   This component provides information from the Social Work package about a
   patient's Social/Family Relationship, Current Substance Abuse Problems,
   and Psycho-Social Assessment.

Surgery Reports                  SR
   This component contains information from the Surgery package.  Time and
   maximum occurrence limits apply.  Data presented include:  surgery date,
   surgeon, surgery report status, pre-operative diagnosis, post-operative
   diagnosis, surgeon's dictation, current procedural terminology operation
   code and text.

   Only surgery reports which have been verified are reported.
```

```
HEALTH SUMMARY COMPONENT DESCRIPTION LIST        SEP  6,1995  08:35    PAGE 13
Component
Name                                Abbrev.
   Description
-----------------------------------------------------------------------------

Brief Surgery Rpts                  BSR
   This component contains surgery report statuses extracted from the Surgery
   package.  Time and maximum occurrence limits apply.  Data presented
   include: surgery date, surgical procedure, and report status (e.g.,
   COMPLETE).

Vital Signs                         VS
   This component contains vital measurements extracted from the Vital Signs
   module of the Nursing package.  Time and maximum occurrence limits apply.
   Data presented include:  measurement date/time, blood pressure (as
   SBP/DBP), pulse, temperature, height, weight, and respiratory rate.

Vital Signs Selected                SVS
   This component contains selected vital measurements extracted from the
   Vital Signs module of the Nursing package.  Time and maximum occurrence
   limits apply, and the user is allowed to select any of the vital
   measurement types defined in the Vital Type file (e.g., pulse, blood
   pressure, temperature, height, weight, and respiration rate).  Data
   presented include: measurement date/time, measurement type and measurement
   value.  Note: Formatted display is horizontal.
```

Appendix D—DHCP And Health Summary Conventions

Special Keys, Commands, and Symbols

To use the Health Summary package you need to know how to log on, navigate among menus, and respond to prompts for entry of information. If you need help, ask a coordinator or IRM staff member to give you training or training materials on these topics.

Refer to the *DHCP User's Guide to Computing* for basic information about general computing and your computer system.

The Health Summary package follows Kernel and VA FileMan user conventions. A few package-specific symbols, keys, and option responses are briefly described here and fully described throughout this manual at appropriate places.

<RET>   Enter return (indicated by <RET> in this manual) after every response or when you wish to bypass a prompt, accept a default, or return to a previous action.

Comp=C   Enter a health summary component abbreviation equal to C (e.g., ADR=C) to temporarily change a component's Occurrence Limit, Time Limit, Hospital Location Display, ICD Text Display, Provider Narrative Display, and Selection Items (if it's a selected component and these items are used).

?   Enter a question mark after a prompt to see valid instructions for responding to that prompt.

??   Enter two question marks to see more detailed instructions or a list of choices.

//   Double slashes indicate a default response has been provided by Health Summary to speed up the entry process. This is either the most likely choice, the safest response (e.g., Do you really want to delete this .....? NO//), or a previously entered response (for example, Select Health Summary Type: INPATIENT//). If you wish to select the default response INPATIENT, press the return key. Otherwise, type the name of a different summary type.

^	A single up-arrow (also called a caret or circumflex) functions several ways in this package depending on where you are and what you're doing. The up-arrow can terminate a series of questions and return you to a previous level. It can also exit you from the health summary and take you to the Select Patient: prompt.
^^	A double up-arrow functions in two ways in Health Summary: (1) it exits you out of the menu option you're in and returns you to the menu, or (2) at the "Press <RET> to continue, ^ to exit, or select component": prompt you can jump to a variety of options *outside* of Health Summary and return to Health Summary when you're finished.
☞ **Note:**	Double up-arrow jumps only work if OE/RR V. 2.5 is installed at your site and if the ORWARD key has been assigned to the appropriate protocols.

Examples of ^^ use:

^^?	Lists all available options/protocols to jump to.
^^AD	Jumps to OE/RR's Add New Orders option/protocol.
^^OR	Jumps to OE/RR's Act on Existing Orders option/protocol.
^^HS	Jumps to available Health Summary options/protocols.
^^PN	Lists all available Progress Notes options/protocols.
^^CBC	Orders an individual Lab test.

+	Enter a plus sign (+) after the "Press <RET> to continue, ^ to exit, or select component:" prompt to advance to the beginning of the next component when viewing an online health summary.
-	Enter a minus sign (-) at the "Press <RET> to continue, ^ to exit, or select component: prompt returns you to the beginning of the previously displayed component when viewing an online health summary.

Printing Conventions:

When you are prompted for Device: you have the following choices:

<RET>	Accepts the default causing the summary to be displayed on your CRT screen.
LASER	Enter a valid printer name (LASER is an example).
?	Lists printers from which you can select one.

Q or q   Allows you to queue the health summary task (meaning
          it will print at a later time and place). When queuing a
          task, make sure you enter a *time* in addition to a date;
          for example: DO YOU WANT YOUR OUTPUT QUEUED? NO// **Y**
          YES
          Requested Start Time: NOW// **T+1@1500 (T**oday **+ 1** day, (meaning
          tomorrow) **at 1500)** .

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